

**EBID**

## Building/Grounds Attendant

Department: Maintenance  
Classification: Full-Time Non-Exempt  
Wage Range: \$9.20 – \$16.50  
Established Date: 04/14/2017  
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### JOB SUMMARY:

Provides overall janitorial and custodial cleaning, general maintenance of District buildings and facilities, and landscape maintenance of grounds of District yards and grounds. Responsible to the Maintenance Project Director and Finance Director in cooperation with the Maintenance Foreman for the respective yards.

### ESSENTIAL DUTIES:

1. Building Janitorial
  - a. Sweep, mop and vacuum all areas of all District owned buildings, facilities and yards, as required.
  - b. Clean and sanitize water fountains, restrooms and kitchen/sink areas.
  - c. Fill paper towel dispensers and toilet paper dispensers as needed.
  - d. Empty trash cans and recycling bins in all District buildings and facilities as required.
  - e. Spot clean and/or shampoo carpeted areas as required, at least annually.
  - f. Dust and polish all furniture, file cabinets, picture frames, window sills, etc. as required.
  - g. Wash all building windows, glass doors and walls on a monthly basis or as needed.
  - h. Move and arrange furniture and equipment; set up rooms for special meetings or events.
2. Maintenance
  - a. Replace light bulbs and ballasts as necessary.
  - b. Perform minor repairs including plumbing and electrical; document all repairs and report any major repair issues to the Maintenance Foreman of that yard.
  - c. Assist with cleaning wash bays when needed.
  - d. Painting offices, walls, District buildings as needed.
  - e. Assist with remodel projects as needed.
3. Grounds
  - a. Perform ground maintenance for all District yards by mowing, spraying and cutting weeds.
  - b. Landscaping, trimming plants, trees, planter beds, watering as needed.
  - c. Picking up trash around yards, cleaning graffiti.
  - d. Repairs and maintenance of outdoor furniture and fences.
4. Responsible for compliance of all safety rules and regulations.
5. Responsible for knowing and abiding by all department and District policies and procedures.
6. Attendance during scheduled shift.
7. Contributes to team effort by accomplishing related tasks as assigned.
8. Performs other duties as assigned.

### QUALIFICATIONS:

High school diploma or equivalent. Must have at least six (6) months experience with custodial, cleaning and basic repair skills, such as plumbing and electrical. Construction knowledge a plus.

Education/Experience substitution: A combination of education, training and experience may be applied.

Licenses/Certifications: Must have a valid driver's license and be insurable. Herbicide spray license is a plus.

Other: Must pass post-offer, pre-employment drug screen, medical exam and motor vehicle report in compliance with District insurance guidelines.

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### **KNOWLEDGE/SKILLS/ABILITIES:**

Must have knowledge of various equipment, materials, methods and practices used in custodial or general maintenance work; must understand proper and safe use of a variety of custodial supplies, strong cleaning solvents, equipment and machines. Must have the skills and/or ability to read and follow established and basic custodial procedures and SDS (Safety Data Sheets); operate various cleaning equipment such as, but not limited to wax strippers, high speed buffers, vacuum sweepers, auto scrubbers, brooms, etc. and a variety of general cleaning tools and equipment related to cleaning.

Must have knowledge of various equipment, materials, methods and practices used in grounds and landscaping maintenance; safe lifting and carrying practices; hazards and safety precautions of the trade to include safe handling and storage practices for a variety of grounds maintenance and landscaping tools and supplies including chemicals, materials, equipment and machines. Must be able to climb step ladders and balance and operate specific cleaning equipment.

Establish and maintain effective and cooperative working relationships with others; must have the ability to communicate in English verbally and in writing; basic arithmetic; general office equipment and computer literacy a plus; ability to exercise independent judgment; maintain accurate records; demonstrate attention to detail; understand and follow broad or complex instructions; use logic and reasoning to identify alternative solutions, conclusions or approaches to problems when necessary; use initiative and independent judgment while recognizing when to refer matters to the attention of Management; maintain effective and cooperative working relationships with others.

### **PHYSICAL DEMANDS:**

Must be able to move about the work environment; will be required to drive throughout the District; must have the ability to frequently move or re-position up to 50 pounds of materials or objects. Indoor essential duties are performed under normal controlled temperature conditions which includes frequent exposure to industrial cleaning chemicals and building dusts; work surface is even, carpeted, tiled and/or a concrete floor; noise and vibration of electrical/mechanical cleaning equipment occurs frequently. Essential duties performed outdoors are subject to weather conditions; outside work environment may consist of uneven terrain, landscaped and parking areas. Uniforms are available and must be used as required.

This organization reserves the right to change job duties and a responsibility as need arises. This job description does not constitute a written or implied contract of employment.

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FREQUENCY:	NEVER	= 0%
	RARELY	= 10%
	OCCASIONALLY	= 33%
	FREQUENTLY	= 34-66%
	CONTINUOUSLY	= 67+%

**LIFTING:****WEIGHT**

1-10 lbs.  
 11-20 lbs.  
 21-50 lbs.  
 51+ lbs.

**FREQUENCY**

Continuously  
 Continuously  
 Frequently  
 Occasionally

**OBJECT**

Paper, books and tools  
 Tools, machines and supplies  
 Cleaning equipment and tools  
 Miscellaneous supplies

**CARRYING:****WEIGHT**

1-10 lbs.  
 11-20 lbs.  
 21-50 lbs.  
 51+ lbs.

**FREQUENCY**

Continuously  
 Continuously  
 Frequently  
 Occasionally

**OBJECT**

Paper, books and tools  
 Tools, machines and supplies  
 Cleaning equipment and tools  
 Miscellaneous supplies

Bending: Frequently  
 Squatting: Frequently  
 Kneeling: Frequently  
 Crawling: Occasionally  
 Sitting: Occasionally

Climbing: Frequently  
 Reaching: Continuously  
 Grasping: Continuously  
 Fine Manipulation: Frequently

**Applicant Declaration:**

**I have read the qualifications and requirements of the position of Building/Grounds Attendant. To the best of my knowledge, I can perform these duties with or without accommodation.**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_