

BUILDING AND GROUNDS WORKER	4075
BUILDING AND GROUNDS WORKER (RESTRICTED)	4068

## DEFINITION

Maintains assigned areas of buildings and grounds in a clean, sanitary, and safe condition.

## TYPICAL DUTIES

- Sweeps, dusts, cleans, scrubs, strips, seals, waxes, polishes, and mops floors in classrooms, kitchens, dining halls, toilet rooms, offices, and similar facilities.
- Removes spots from floors, walls, woodwork, furniture, and fixtures and cleans chalkboards and erasers.
- Cleans, dusts, high dusts, and polishes woodwork, glass, hall lockers, furniture, air intake screens, and louvers, fixtures, and other installations.
- Washes and scrubs walls, lavatory fixtures, inside glass, windows, painted surfaces, and drinking fountains, and sanitizes refrigerators and beverage coolers.
- Operates equipment, such as floor polishing and scrubbing machines, wall washing machines, steam shampooers, vacuum cleaners, yard vacuums, lawn mowers, lawn edgers, weed eaters, and power sweepers.
- Services soap dispensers, towel boxes, and similar facilities.
- Sweeps and hoses blacktops, tennis courts, playgrounds, sidewalks, and parkways.
- Replaces electrical plug fuses, incandescent bulbs, and fluorescent tubes.
- Moves and adjusts chairs, desks, tables, other furniture, and equipment and prepares rooms for meetings.
- Receives, checks, and delivers custodial and instructional supplies, and receives and stores grocery orders delivered during the summer.
- Locks and unlocks doors, gates, windows, transoms, and storerooms.
- Assists in providing security for buildings and grounds, contacts proper authority for assistance as needed, and may escort authorized and unauthorized persons in and from buildings and grounds.
- Provides information in regard to locations of various school facilities, participates in the opening and closing of facilities, and represents the school to the public in the use of the school as a community center.
- Cleans, maintains, services, and makes minor adjustments to space heaters.
- Drains water from compressed air tanks.
- Checks and maintains oil level in air compressors.
- Gathers and disposes of rubbish, paper, leaves, and debris, and empties and washes refuse containers.
- Waters and tends lawns, shrubs, and trees; and operates manual and automatic watering systems.
- Keeps records relative to equipment and furniture.
- Identifies and reports information regarding vandalism, theft, fire damage, and floods, and identifies, records, and reports maintenance needs.
- Performs a variety of unscheduled custodial duties as requested by the school office and teachers.
- Tends lawns, turf, and shrubs by mowing, edging, and pruning.
- Keeps drains and flow lines in lawns and other planted areas free from debris.
- Attends in-service training as directed.
- Makes minor repairs to building hardware, plumbing, woodwork, building equipment, and furniture.
- May perform a variety of cleaning and other manual tasks in a cafeteria.

May operate power sweepers and low pressure heating plants.  
May receive, account for, store, issue to students, pick up, prepare for returning, and safeguard towels in a gymnasium.  
May raise, lower, and case flags.  
May check classroom, hot water, and fuel oil temperatures.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Building and Grounds Worker maintains building and grounds in a clean, sanitary, and safe condition. A Building and Grounds Worker (Restricted) is assigned in accordance with Personnel Commission Rule 518 and performs custodial duties under close supervision and specific direction.

A Senior Building and Grounds Worker performs building and grounds maintenance activities including the responsibility for cleaning and security of assigned areas and may act as a lead person over other employees as assigned.

A Plant Manager is responsible to the site administrator for the cleaning, operation, and security of assigned plant(s). The classification level is determined by the daily labor allotment to the assigned facilities.

An Assistant Plant Manager I, or II, usually acts as the supervisor of building and grounds workers on the swing shift, but may be the supervisor of a site that is under the supervision of a Plant Manager at a nearby location. Classification level is determined by a formula based on assigned daily labor allotment.

## SUPERVISION

Immediate supervision is received from an Assistant Plant Manager or a Plant Manager. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Cleaning materials, such as soap, detergents, and solvents
- Methods of cleaning floors, lavatories, and other areas of school buildings
- Sterilization and sanitation methods used in custodial work
- General grounds maintenance practices, machinery, and equipment

### Ability to:

- Understand and follow written and oral instructions
- Recognize maintenance needs and make minor repairs to materials, fixtures, and equipment
- Read water, gas, and electric meters
- Safely operate floor polishing and scrubbing machines, wall washing machines, steam shampoos, vacuum cleaners, lawn mowers, lawn edgers, and other types of power machines
- Work harmoniously with students, administrators, P.T.A. groups, teachers, and others

Special Physical Requirements:

Safely lift and carry items weighing up to 100 pounds  
Safely move heavy supplies, machinery, and equipment  
Stamina to stand and walk for long periods of time

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Successful completion of a custodial training course approved by Maintenance and Operations. One year of documented paid experience in providing cleaning services in commercial and/or public facilities may substitute for the required training course.

Special:

A valid California Driver License and use of an automobile may be required by the duties of some positions.  
Successful completion of the Building and Grounds Worker Hands-On Training Program.

SPECIAL NOTE

The Entrance Qualifications may be waived for persons hired in (Restricted) status.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

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HV