

## **SANTA CLARA COUNTY OFFICE OF EDUCATION**

POSITION: Substitute/Relief Facility Worker II

HOURLY RATE: \$18.22/hour

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES: The Substitute/Relief Facility Worker II is an on-call, temporary position. The Substitute/Relief worker performs routine cleaning and janitorial functions at assigned site location(s) and semi-skilled work in several areas of the building trades in order to maintain buildings and equipment at the assigned site location(s); receives general supervision from school site administrator/or supervisory level within a framework of standard policies and procedures; may monitor and assign the work of others; and performs routine and semi-skilled maintenance duties in designated areas of the building trades.

### ESSENTIAL/TYPICAL DUTIES

Performs janitorial and custodial functions at assigned site locations

Performs preventive general repair and maintenance work on structures, physical facilities and related equipment

Cleans, sweeps, mops, waxes, and polishes floors by hand or machine

Dusts furniture and empties trash receptacles

Cleans, vacuums and shampoos carpets

Washes windows, screens, sills, woodwork, doors, desks, walls and ceilings,

Cleans and sanitizes rest rooms including mirrors and fixtures, dusts and vacuums rooms, locks and unlocks doors; moves equipment and furniture

Collects and disposes of waste and assists in keeping outside premises in an orderly condition

Orders, maintains and stocks custodial supplies at site locations, submitting requisitions for needed supplies as necessary

Diagnoses and performs semi-skilled electrical repairs such as replacing ballast, switches, and fixtures

Performs minor repairs on desks, furniture, equipment, doors, and windows; patches walls and doors

Paints interior/exterior walls and trim, replacing fixtures and partitions as well as damaged ceiling and floor tiles, repairs carpet

Repairs and maintains a variety of tools and equipment such as mowers, sprinkler and alarm systems, and cleaning equipment

Performs maintenance on air handling units to include changing filters, belts and bearings, lubricating and adjusting registers

Trims and prunes shrubs and trees; sprays for insects as necessary

Picks up papers or debris; rakes, weeds, sweeps, and waters grounds and walkways

Performs interior modifications such as installing chalkboards, shelves and partitions

Moves, arranges, and sets up classroom and office furniture

Inventories equipment and furniture at site locations

Picks up, receives, and delivers supplies

May clean and maintain swimming pool and equipment; vacuums pool and checks and maintains proper chemical balance

May function in a lead capacity with other custodial staff; assigning, monitoring, and directing the work of others on a project basis

Performs related duties as required.

### EMPLOYMENT STANDARDS

Knowledge of:

Cleaning methods and waxing compounds, cleaning materials, tools and equipment

Basic electrical, plumbing, painting, and carpentry repairs

Building trades tools and equipment including mowers, vacuums, floor buffers and hand tools utilized in building maintenance

Proper safety techniques and procedures

Proper grounds-keeping methods, procedures, and tools

Proper use and application of pesticides, insecticides and fertilizers

Considerable knowledge of maintenance and repair work

Ability to:

Safely use and operate a variety of hand tools, power tools, and equipment used for custodial, grounds, and building maintenance purposes including floor buffers, steam cleaners, carpet cleaners, vacuum, mops, broom, dusting equipment and various hand tools

Understand and follow oral and written instructions

Make routine decisions independently

Learn basic computer skills

Communicate effectively in oral and written form

Perform basic mathematical computations using addition, subtraction, multiplication, and division

Establish and maintain effective working relationships with co-workers, teachers, students, and the general public

Meet the physical requirements of the job

Understand and interpret Material Data Safety Sheets (MSDS)

Possession of:

A valid and appropriate California Driver's License

A driving record which meets the County Office of Education's insurance requirements

May require knowledge of:

Swimming pool maintenance procedures and equipment, depending on job assignment

### TRAINING AND EXPERIENCE

Generally, the required knowledge and abilities will have been acquired during at least two years of custodial and building maintenance experience (electrical, plumbing painting, and/or carpentry).

PHYSICAL DEMANDS: The physical demands described here represent those that must be met by the Substitute/Relief worker to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the Substitute/Relief worker is frequently required to reach with hands and arms, stand, talk or hear; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The Substitute/Relief worker is regularly required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The Substitute/Relief worker must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those a Substitute/Relief worker encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Substitute/Relief worker occasionally works near moving mechanical parts. The Substitute/Relief worker occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The Substitute/Relief worker is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderately loud.

BARGAINING UNIT: Substitute Workers Unit

Approved:

  
Philip Gordillo, Executive Director, Human Resources

06/12/13  
Date