

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: NON-COMPETITIVE
APPROVED: REVISED 3/10/2000

BUILDING ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: Performs manual work cleaning and caring for County buildings under the general supervision of an assigned superior. The incumbent performs manual work involving a variety of housekeeping tasks on an assigned shift. Some assignments, including minor building maintenance tasks, may require skills that are easily learned on the job. Many of the assigned duties are of a routine, repetitive nature and once learned, can be performed without difficulty under the general direction of an assigned superior. Incumbents may temporarily assume Head Cleaner duties when assigned. When employed at the Mount View Health Facility, incumbents may be assigned to work in the laundry. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Sweeps and mops floor, vacuums rugs, strips and buffs floors;
2. Washes windows and cares for window appointments;
3. Dusts and polishes woodwork, furniture, and other articles;
4. Collects paper and rubbish;
5. Services and cleans lavatories;
6. Monitors supply inventory and informs the supervisor what supplies should be ordered and when to order;
7. Assists in receiving, unloading, and storing supplies and materials;
8. Replaces light bulbs, desk blotters, etc.;
9. May be assigned to do outside cleaning or unskilled grounds-keeping tasks, snow removal, sweeping, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of equipment, methods, cleaning materials; ability to carry out written and oral instructions, ability to carry out heavy manual cleaning and minor building maintenance tasks requiring physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **and** one (1) year experience in large-scale cleaning maintenance of buildings, grounds, and equipment.