

**SACRAMENTO REGIONAL TRANSIT DISTRICT
JOB DESCRIPTION**

FACILITIES SERVICE WORKER

FLSA Exemption Status: Non-Exempt

Authorized: 08/04

Bd. Revised: 05/08

Job Summary

Individually or as a member of a crew, performs a variety of routine cleaning tasks at light rail stations, bus stops, District buildings and grounds, as assigned; performs office relocations and room set-ups; hauls and transports materials safely operating District vehicles; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs related work as assigned.

Distinguishing Characteristics

The Facilities Service Worker classification is responsible for routine cleaning of assigned District facilities. This classification is distinguished from classifications within the Facilities and Grounds job series responsible for cleaning, maintenance and basic to semi-skilled repair of assigned District facilities and grounds.

Supervision Received

New employees receive close supervision within a framework of well-defined policies and procedures. Once proficiency is attained, assignments become more varied and are performed under general supervision within a framework standard operating policies and procedures.

Supervision Exercised

Incumbents do not supervise or direct the work of others.

Essential Functions and responsibilities

Rotates between work assignments, as directed; at bus and light rail stations: removes trash and debris from facilities and grounds, empties trash receptacles, sweeps stations and parking lots, pulls weeds from planters, removes graffiti, and pressure washes and steam cleans stations weekly; cleans and picks up trash and debris at bus stops; performs routine janitorial cleaning at assigned District facilities; loads trucks with furniture and office equipment; packs and pads fragile furniture and equipment; moves furniture and equipment between District locations safely operating District vehicles; assists higher level Facilities and Grounds Workers with a variety of tasks; sets up common rooms for meetings and/or events per requirements and returns rooms to regular configuration once events have ended; and performs other related duties as assigned.

Facilities Service Worker

Required Education, Experience, Knowledge Skills and Abilities

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:

High school diploma or equivalent.

Required Prior Experience:

Six months of work related experience performing custodial, industrial cleaning and/or grounds maintenance duties.

Licenses and/or Certificates:

Possession of a valid Class C California Driver's License and a satisfactory driving record.

Required Knowledge of:

- Basic cleaning techniques and equipment.
- Basic cleaning chemicals, interactions, danger signs and safe disposal methods.
- Safe lifting methods.
- Basic first Aid and safety practices.
- Proper handling and disposal of material containing blood borne pathogens.

Required Ability to:

- Understand and effectively follow both oral and written instructions
- Use District cleaning supplies and equipment in an accurate and safe manner.
- Work independently for long periods of time and as a positive team member.
- Operate District vehicles and equipment in a safe and effective manner.
- Communicate effectively orally and in writing.
- Use tact and diplomacy in interactions with the public including individuals who may display volatile behavior.
- Perform manual labor on a continuous basis
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform the essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Learn to effectively operate personal computers and Windows applications
- Learn and effectively use GroupWise email software.
- Learn SAP PM/RM work order computer software.
- Learn and effectively use GPS system to locate and map stops and stations.

Facilities Service Worker

Physical and Mental Requirements

Dependent upon assignment, the essential functions of this job are performed both inside and outside in various weather conditions, exposing incumbents to extreme heat and/or cold, excessive humidity or an arid atmosphere. Work may be performed on ladders and scaffolding; on uneven surfaces, under wet and slippery conditions, with hands submerged in water, around moving objects and vehicles and/or machinery with moving parts; and occasionally in confined spaces. Incumbents may be subjected to constant loud noise and vibration and are exposed to toxic and/or caustic solvents and chemicals, dust, fumes, smoke, gases, grease, oils, and electrical energy and are occasionally bodily fluids, discarded syringes, feces, and volatile people.

Depending upon assignment, the essential functions of the job require incumbents to walk for extended periods of time; to climb ladders, to stoop, kneel, crouch, crawl, and stand, to occasionally sit for extended periods of time; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects by touch; to lift objects weighing up to 50 pounds; to carry objects weighing up to 50 pounds; to push and pull objects weighing up to 75 pounds; to hear and talk to receive and communicate instructions and other information; to bend and twist torso and rotate neck; to see objects clearly within one to twenty feet, using a full field of vision, good depth perception and the ability to view objects at night; and to operate vehicles and equipment requiring the use of both hands and feet.