

**SACRAMENTO REGIONAL TRANSIT DISTRICT
JOB DESCRIPTION**

FACILITIES AND GROUNDS WORKER I

FLSA Exemption Status: Non-Exempt

Authorized: 02/02

Bd. Revised: 05/08

Job Summary

Individually or as a member of a crew, cleans and services District bus stop shelters, light rail stations and adjacent grounds; assists employees in higher classifications within the Facilities division with the maintenance and repair of other District facilities and grounds; safely operates District vehicles and equipment; 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

This job classification is the entry level within the Facilities and Grounds Worker job series. This classification is distinguished from the Facilities Service Worker responsible for routine cleaning of assigned facilities. This classification is distinguished from the Facilities and Grounds Worker II classification responsible for performing a full range of skilled landscaping and grounds maintenance duties and semi-skilled facility maintenance and repair work.

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 of standard operating policies and procedures.

Supervision Exercised

Incumbents may provide functional direction to less experienced employees.

Essential Functions and Responsibilities

Performs inspections of light rail stations, bus stops and bus shelters; pressure washes shelters and replaces panels; picks up litter, removes graffiti; mows grass and washes down pads; trims tree limbs, bushes, weeds, and other vegetation; repairs and/or replaces landscaping equipment, sprinklers, pipes, valves, time clocks and lighting; prepares and installs District signage; repairs and/or replaces basic lighting components; repairs kiosks and two sided displays at light rail stations; installs information in cylinders, monuments, kiosks and 2-sided displays and repairs as needed; installs trash receptacles and bike lockers; paints District facilities, fixtures and property; assists other Facilities division employees with basic repairs and remodels; and performs other related work as assigned.

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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:

One year of full-time work related experience successfully performing grounds maintenance, custodial and/or industrial cleaning and basic repair duties.

Licenses and/or Certificates:

Possession of a valid Class C California Driver's License; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment.

Required Knowledge of:

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

Required Ability to:

- Learn and effectively perform routine facilities and grounds maintenance and repair assignments.
- Understand and effectively follow both oral and written instructions
- Use District cleaning supplies and equipment in an accurate and safe manner.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials, including blood borne pathogens.
- Operate District vehicles and equipment in a safe and effective manner.
- Work independently for long periods of time and as a positive team member.
- 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:

- Basic literacy with 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.

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Physical and Mental Requirements

The essential functions of this job are performed both inside and outside in various weather conditions, exposing incumbents to extreme heat and cold. Work is performed on ladders and scaffolding, around equipment and machinery with moving parts and under wet and slippery conditions. Incumbents are exposed daily to toxic and/or caustic solvents and chemicals, dust, fumes, smoke, gases, loud noise and vibrations and are occasionally exposed to grease, oils, electrical hazards, 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.