

JOB DESCRIPTION



Position Title: Facility Services Technician

Department: Facility Services

Employment Category: Non-Exempt Staff

Primary Location: Douglas Campus or
Sierra Vista Campus

FLSA Classification: Non-Exempt

Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year **Pay Grade:** NE01

Position Summary: The Facility Services Technician is responsible for performing routine cleaning of classrooms, restrooms, offices and other public areas as assigned, for maintaining areas in a neat and clean fashion; and for providing a clean and safe learning environment.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Cleans classrooms, offices, restrooms and other public areas; dusts furniture and fixtures; cleans walls; and washes windows; sweeps, mops, vacuums, buffs, scrubs, applies floor finish, and extracts carpets

Cleans, disinfects and sanitizes restrooms; maintains adequate supply of soap and paper products. Responds to requests for additional supplies and emergency calls, maintains cleanliness of entranceways, hallways and/or patios; empties ashtrays and trash receptacles, replaces liners

Assists in setting up classrooms, conference rooms and/or special events; secures supply closets; maintains supply cart; follows written and verbal instructions; prioritizes tasks ensuring that work is complete by end of shift; informs supervisor of any concerns or problems; assists other team members as necessary; and covers other areas as assigned

Uses cleaning solvents, sanitizers and cleaning solutions; mixes chemicals following manufacturer's directions and departmental guidelines; complies with all safety standards, including Safety Data Sheets (SDS) and OSHA Hazard Communications (HAZCOM), infection control policies and departmental and college policies and procedures; communicates with faculty, staff and students

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

High School Diploma or equivalent

Six months work experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

Knowledge, Skills and Abilities

Knowledge of the English language in order to follow written instructions and directions

Knowledge of cleaning practices and techniques

Knowledge of cleaning agents

Knowledge of cleaning equipment and supplies

Ability to perform basic computer functions related to completing employment related documents and reviewing safety required training and documents

Skill mixing cleaning agents

Skill operating and using cleaning equipment and supplies

Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public

Work Environment: Work requires working early morning shifts and is primarily performed under limited supervision in a variety of climatic conditions.

Physical Requirements: Essential functions of this position require: manual dexterity, ability to communicate, lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching and handling with varying frequencies. May work with potentially hazardous chemicals that could include, but are not limited to, cleaning agents, sanitizers and disinfectants.

Heavy work: Occasional lifting and carrying objects up to 75 pounds, frequent lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Facility Services Manager

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.