



## **FACILITIES SPECIALIST I**

**271**

**DEPARTMENT:** Courthouse

### **NATURE OF WORK:**

Performs manual labor and semiskilled work which includes a variety of procedural tasks in the cleaning and maintenance of the Courthouse.

Work hours include some nights, weekends, and holidays. Work is performed under the continuing supervision of Building Superintendent.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Performs general custodial duties to include:

- Sweeping, moping, and using buffers on floors.
- Vacuuming, cleaning, and shampooing carpets and upholstered furniture.
- Washing windows and walls; dusting and washing mini blinds.
- Cleaning kitchen areas (counter tops and sinks) where applicable.
- Cleaning, supplying, and sanitizing rest rooms and water fountains.
- Emptying trash containers.

Performs general building maintenance and repair duties to include: light carpentry and plumbing, assisting in building renovations, ceiling tile replacement, landscape, and special construction projects.

Learns proper procedures, standards, methods, tools, and equipment of building maintenance trades.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed primarily indoors and outdoors at the Courthouse, and requires frequent heavy lifting, climbing, and working at varied heights. Operates a variety of hand and power tools and cleaning equipment.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Some knowledge of the techniques of building maintenance and large building cleaning practices.

Ability to operate some hand and power tools and use cleaning and other supplies economically and efficiently.

Ability to deal courteously with coworkers and the general public.

Ability to follow oral and written instructions; dependable work habits; good physical condition; willingness to work in inclement weather, and some nights, weekends, and holidays as required.

Ability to follow oral and written directions.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent and some experience in general building maintenance and cleaning desired, including the operation of electric hand tools; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

**NECESSARY SPECIAL QUALIFICATIONS:**

Requires a post-offer physical with drug test and a Criminal History and Sex Offender record check.

Date: January 2007

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Facilities Specialist I Position Number: 271  
Department: Courthouse Division: \_\_\_\_\_

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. *Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## **1. Speaking/Talking:**

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other \_\_\_\_\_
- Not essential to job functions

## **2. Hearing/Listening:**

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

## **3. Reading: (ability to read and understand text)**

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard          | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console        | <input checked="" type="checkbox"/> Use hand tools                         |
| <input type="checkbox"/> Use a calculator         | <input checked="" type="checkbox"/> Use power tools                        |
| <input type="checkbox"/> Use a copy machine       | <input type="checkbox"/> Other: _____                                      |
| <input type="checkbox"/> Use a fax machine        | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Assembling furniture, equipment, and maintenance tasks.  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>					✓			✓	
<b>Push/Pull</b>					✓			✓	
<b>Hold/Carry</b>					✓			✓	

Manipulation done from:  ground to waist  waist level  waist to shoulder  above shoulder  
(Check all that apply)

Not essential to job function:  Lift  Push/Pull  Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

<u>Ladders</u>	<u>Stairways</u>	<u>Steps</u>
<input checked="" type="checkbox"/> Step stool	<input type="checkbox"/> 1 flight	<input type="checkbox"/> 1-2
<input checked="" type="checkbox"/> 8' to 10' step ladder	<input type="checkbox"/> 2 flights	<input type="checkbox"/> 2-3
<input checked="" type="checkbox"/> Extension ladder	<input checked="" type="checkbox"/> 3 or more flights	<input checked="" type="checkbox"/> 3-4
<input checked="" type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Not essential to job function	<input type="checkbox"/> Not essential to job function	<input type="checkbox"/> Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>			✓					✓	
<b>Sit</b>		✓						✓	
<b>Walk</b>		✓						✓	
<b>Run</b>									

If walking or running, over what type of terrain?  flat  rough  both

Not essential to job function:  Stand  Sit  Walk  Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			