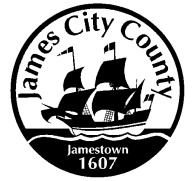


TITLE: Facilities Specialist I/**Position No. :** 271



DEPARTMENT/DIVISION: General Services/Facilities Maintenance

SUPERVISED BY: Facilities Superintendent

NATURE OF WORK:

- Performs responsible service-maintenance work including a variety of custodial, maintenance and repair services and assists in the daily operation of the Police Headquarters building.

PRIMARY DUTIES:

- Maintains overall order and cleanliness of the facility. This includes but is not limited to sweeping, mopping and buffing of floors; vacuuming carpets; dusting and cleaning furniture, shelves and equipment; washing windows and other glass surfaces; supplying and thoroughly cleaning restrooms; and removing trash.
- Performs basic HVAC, carpentry, painting, electrical, and plumbing work.
- Supervises part-time custodial staff and maintains work schedules.
- Coordinates maintenance repairs with County maintenance staff and outside Contractors.
- Tracks and keeps inventories of custodial supplies.
- Performs preventive maintenance, cleaning, and light repair of custodial equipment on a regular basis. Includes emptying and/or cleaning filters of cleaning equipment after each use.

JOB PREPARATION NEEDED:

- High school diploma or equivalent.
- Extensive knowledge and understanding of custodial cleaning to include product safety.
- Experience in HVAC, carpentry, painting, electrical, and plumbing.
- Experience in supervision.
- Valid Virginia Driver's License and an acceptable driving record based on James City County criteria.

POST-OFFER REQUIREMENTS:

- Physical
- Criminal history/sex offender check
- Driving record check
- Drug screening

INTRODUCTORY PERIOD: 6 months

POST-HIRE REQUIREMENTS:

- Periodic driving record checks.

JOB LOCATION AND CONDITIONS:

- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- May be required to report to work to serve customers during emergency conditions.
- May be assigned to work at one or more facilities.
- Must be willing to work early mornings, days, evenings, weekends, and holidays.
- Performs other duties as assigned.

GENERAL APTITUDES AND PHYSICAL REQUIREMENTS:

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:

- Must have ability to understand and follow oral instruction, to understand and follow written instruction, ability to make decisions in accordance with established procedures and policies, and to reason and make judgments.

II. VERBAL ABILITIES:

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard, communicate with general public, communicate with vendors, and communicate with supervisors, and/or with other employees.
- Hearing/Listening: Must have ability to communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

III. NUMERICAL:

- Ability to mentally perform accurate two digit calculations.
- Must have ability to perform accurate calculations aided by a calculator, adding machine, or measurement device.

IV. SPATIAL ABILITIES:

- Not essential to job function.

V. MANUAL DEXTERITY:

- Must have ability to use telephone, manipulate computer keyboard and mouse.

VI. FINGER DEXTERITY:

- Not essential to job function.

VII. PHYSICAL DEMANDS:

- Strength: Must have ability to occasionally lift 25-50 lbs., occasionally push/pull 15-25 lbs., and occasionally hold/carry 15-25 lbs. Must be able to manipulate from ground to waist, from waist to shoulder, above shoulder, and from waist level.
- Climbing: Must have ability to climb roof access ladders up to 30 feet high. Must have the ability to climb 8' to 10' step ladder, step stool, extension ladder, 1 flight of stairs, and 4 or more steps.
- Standing, sitting, walking, running: Must have ability to: frequently (7-9 hours/day) stand, occasionally (3-5 hours/day) sit, frequently (7-9 hours/day) walk, and occasionally (0-1 hours/day) run.
- Stooping, kneeling, crouching, and/or crawling: Must have ability 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 5-20 times/day.
- Reaching, handling, fingering, and/or feeling: Must have ability 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 hands 5-20 times/day.

- Seeing: Must have ability to perceive or comprehend by the sense of light. Necessary characteristics include focus (distinctness or clarity), color perception (discriminate between colors), depth perception (determine distance relationships between objects).

VIII. DRIVING:

- Must have the ability to transfer or convey in a vehicle. Must have ability to drive automatic transmission car, van, and small truck.

Date: February 2011
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