Facilities Attendant II (0844)

Basic Purpose/Job Function: Performs varied custodial, facilities and inventory support duties; may supervise small staff of employees performing similar tasks.

Examples of Titles Replaced: Custodian II; Housekeeper II; Lead Custodian; Operations Assistant II; Public Events Attendant II; Residential Housekeeper

Typical Functions May Include:

1. Performs custodial tasks in addition to performing minor maintenance and repairs on equipment
2. Locks and unlocks offices, classrooms, and conference areas
3. Collects and disposes of wastepaper and refuse while participating in the campus recycling programs as directed
4. Responds to routine requests for assistance from customer
5. With approval of area supervisor, responsible for supply requisition and disbursement
6. Directs and inspects work of custodial employees
7. Supervises custodial crews on special jobs such as waxing and window washing
8. Provides procedure orientation and training for new custodial employees
9. Ensures that personnel supervised are informed of and adhere to health and safety practices associated with assigned tasks
10. May deliver and pick up visitors, supplies and equipment from campus and metro area
11. May shovel snow from doorways and sidewalks
12. Performs other related duties as assigned

Risk Management: Uses established safety practices to protect health and safety of personnel and property.

Supervision of Others: May supervise a small staff with responsibility for training, assigning and checking work.

Supervision Received: Receives general supervision from a designated supervisor.

Minimum Qualifications:

- **Education**: None.
- **Experience**: 6 – 18 months  **Type**: Custodial or facility operations.
- **Skills**: Communicate orally and in writing as required to exchange information; read and understand basic written materials; basic math and computer skills.
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Special Requirements: Regular exposure to disagreeable conditions, extreme temperature changes, odors, and hazardous chemicals. Lifting and carrying loads up to 50 pounds. Excessive use of arms in a back and forth motion, stooping and bending. Prolonged standing and walking. Must be at least 16 years of age as required by Fair Labor Standards Act. Background check required upon employment. May perform shift work. May have constant exposure to loud noises.

- **Licenses**: Determined by nature of job and/or department.
- **Certifications**: Determined by nature of job and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department. Departments are responsible for site-specific job descriptions.