Facilities Attendant I (0843)

Basic Purpose/Job Function: Performs custodial, facilities and inventory support duties.

Examples of Titles Replaced: Athletics Events Attendant; Conference Aide; Custodian I; Facilities Maintenance Helper; Housekeeper I; Laundry Attendant; Operations Assistant I; Public Events Attendant I.

Typical Functions May Include:

1. Mops, sweeps, waxes, and polishes floors
2. Cleans and dusts furniture, equipment, etc.
3. Locks and unlocks offices, classrooms, and conference areas
4. Collects and disposes of wastepaper and refuse while participating in the campus recycling program as directed
5. Vacuums carpeted areas where applicable
6. Maintains lavatories and restrooms in a sanitary condition
7. May shovel snow from doorways and sidewalks
8. Performs building maintenance duties, such as cleaning, changing light bulbs, light painting, etc. and inspects work environment to determine any repairs
9. Maintains and performs minor repairs on field equipment following training, to include equipment at remote sites
10. Calculates the dimensions of replacement parts used in the maintenance of equipment and facilities using addition, subtraction, multiplication and division
11. Contacts appropriate person(s) routinely in the process of setting up and maintaining field equipment
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: Has no regularly assigned supervisory duties.

Supervision Received: Receives direct supervision from a designated supervisor.

Minimum Qualifications:

- **Education:** None.
- **Experience:** 0 – 9 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 load 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.