SBBC: NN-009



**POSITION TITLE:** Facilities Serviceperson

**CONTRACT YEAR:** Twelve Months

**PAY GRADE:** Facilities Serviceperson Salary Schedule

**BARGAINING UNIT:** FOPE-Facilities

PREFERRED QUALIFICATIONS:

**EDUCATION:** Standard high school diploma or satisfactory completion of

an approved General Educational Development (GED)

Testing Program.

**EXPERIENCE:** None.

**ADDITIONAL** 

**REQUIREMENTS:** Able to perform custodial work. Ability to operate labor

saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor saving devices in the schools. Ability to do heavy lifting, climb

ladders to replace light bulbs and filters from air

conditioning equipment. Must be able to follow written and oral instructions on cleaning and equipment operation.

Able to work well with others.

Must complete the Basic Facilities Service job related training program, <u>offered conducted</u> by <u>Broward County</u>
Public Schools <u>Human Resource Development</u> and receive

a Basic Facilities Service certification within <u>the</u> <u>probationary period of employment.</u> <del>two (2) years of</del>

appointment to the job assignment

**REQUIRED:** Computer skills as required for the position.

**PREFERRED:** Bilingual skills are preferred.

OR

MINIMUM QUALIFICATIONS:

**EDUCATION:** Receipt of Special Diploma. or satisfactory completion of

an approved General Educational Development (GED)

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**Testing Program** 

**EXPERIENCE:** A minimum of t—Two (2) years of successful work

experience with the Broward County Public Schools in the

position of facilities serviceperson aide. Must have completed the Basic Facilities Service job related training program, offered conducted by Broward County Public Schools Human Resource Development and have received

a Basic Facilities Service certification.

<u>ADDITIONAL</u> REQUIREMENTS:

Able to perform custodial work. Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor saving devices in the schools. Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air

conditioning equipment. Must be able to follow written and oral instructions on cleaning and equipment operation.

Able to work well with others.

**REQUIRED:** Computer skills as required for the position.

**PREFERRED:** Bilingual skills are preferred.

**REPORTS TO:** Principal/Administrator or designee

**SUPERVISION:** 

**SUPERVISES:** This position does not have No supervisory

responsibilityies.

**POSITION GOAL:** To perform semi-skilled work in heavy cleaning such as

mopping, scrubbing, stripping, refinishing and other assigned duties; to maintain the cleanliness, orderliness, appearance and safe condition of schools and buildings in a

responsible and accurate manner.

# ACCOUNTABILITY PROCEDURES:

The principal/administrator or designee will assess the effectiveness of the Facilities Serviceperson annually with respect to the performance of specific responsibilities.

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#### ESSENTIAL PERFORMANCE RESPONSIBILITIES:

# The Facilities Serviceperson shall: <u>carry out the essential performance</u> responsibilities listed below.

- 1. <u>Celean all areas assigned such as cafeteria, restrooms, offices, gymnasium, halls, outside areas, and others as scheduled and according to custodial standards.</u>
- 2. <u>Eempty</u> containers of trash and debris from offices, classrooms, hallways, repair shops, etc; carry garbage cans and compactor bags to dumpster and dispose of properly.
- 3. <u>S</u>sweep, mop, brush, vacuum, strip and wax and otherwise clean floors, walls, walkways and other building surfaces.
- 4. <u>P</u>perform heavy lifting such as removing garbage cans or compactor bags to the dumpster.
- 5. <u>Wwash</u> and sanitize sinks, toilets, showers, plumbing fixtures and other restroom/shower-room facilities and replenish supplies of soap, towels, etc.
- 6. <u>Celimb</u> step and fixed ladders to replace florescent lights and clean fixtures; remove and clean filters.
- 7. <u>D</u>dust, wipe, wash and wax furniture such as desks, chairs, tables, filing cabinets, chalkboards and trays, etc. and perform minor repair work.
- 8. Operate heavy equipment in stripping and sealing floors in the gymnasium and on the stage; heavy duty wash and dry vacuums will be used to prepare floors throughout the school/center.
- 9. <u>R</u>replace light bulbs, fluorescent lamps, fuses, soap and towel receptacles and other worn or depleted items.
- 10. <u>M</u>move or transport school furniture, such as chairs, file cabinets, desks, television monitors, etc.
- 11. <u>Cehange air conditioning filters routinely and clean vents, as necessary.</u>
- 12. <u>M</u>maintain equipment in a satisfactory condition by lubricating parts properly, replacing rotary brushes, cleaning, as necessary, and storing them safely and securely.
- 13. <u>R</u>receive and assist with unloading supplies, furniture, etc. and deliver to storage or proper destinations.
- 14. <u>I</u>inform supervisor of needed supplies. Recognize building equipment, mechanical equipment and structural problems which require servicing or maintenance. Inform immediate supervisor of needs or call in maintenance work orders as directed by facility administrator.
- 15. Peractice safety continuously and ensure that a safe working area exists.
- 16. <u>P</u>participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments.

17. <u>Ceomplete</u> all projects in a competent manner and ensure proper recording of time and materials.

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- 18. <u>P</u>perform all duties which require extensive physical effort, such as climbing, lifting, pulling, etc., which requires the physical ability to lift, on average, up to fifty-five (55) pounds.
- 19. <u>R</u>review current developments, literature and technical sources of information related to <u>the</u> job responsibility.
- 20. <u>Eensure adherence to good safety rules and procedures.</u>
- 21. Perform other duties required by the principal/administrator or designee.
- 22. Ffollow federal and state laws, as well as School Board policies.

## SIGNIFICANT CONTACTS -frequency, contact, purpose, and desired end result:

Majority of contact is with employees within the department utilizing communication skills requiring tact and courtesy to give or receive information directly related to performing the job.

### PHYSICAL REQUIREMENTS:

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 10 pounds of force as frequently as needed to move objects.

#### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

### FLSA OVERTIME CATEGORY:

<u>The jJob</u> is not exempt from the overtime provisions of the Fair Labor Standards Act.

#### **EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 12/20/84 &

Adopted: 1/8/85 Revised: 11/17/92 & Adopted: 12/1/92 Revised: 4/20/93 & Adopted: 5/4/93

Board Approved: 1/21/97 &

Adopted: 2/18/97

Board Adopted: 12/16/03

Revised: 8/7/06 Revised: 2/27/09