ASHEVILLE, NORTH CAROLINA

Classification Specification

Facility Attendant, Lead
Job Code: 9932
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to clean and maintain buildings, facilities, and grounds for an assigned department.

Distinguishing Characteristics:

This is the second level in the Facility Attendant series. This classification is distinguished from lower levels in this job family by increasing degrees of scope, independence, responsibility, decision-making, as well as providing lead guidance, direction, and training to less experienced Facility Attendants and having two years of experience in cleaning and maintaining buildings.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Leads and coordinates daily work activities of assigned co-workers: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers; assists with complex/problem situations and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; and assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Provides custodial duties to buildings, facilities, and grounds in an assigned department: vacuums, sweeps, mops, scrubs, waxes, and/or shampoos carpet and floor surfaces located in hallways, stairs, offices, restrooms, kitchens, public rooms, elevators, storage rooms, and other areas.

Cleans, dusts, and polishes furniture, equipment, artwork, fixtures, surfaces, walls, wood paneling, windowsills, trim, doors, cabinets, vents, and other surfaces: and cleans telephones and office equipment/supplies.

Cleans, deodorizes, and disinfects bathrooms: cleans mirrors, toilets, urinals, sinks and other areas; and replenishes soap products and paper products as needed.

Cleans and maintains related areas: cleans and disinfects water fountains, telephones, or other public facilities; and washes/cleans windows and blinds.

Empties trash containers and recycling containers: replaces trash liners in containers; picks up and disposes of trash from floor/ground areas; separates recyclable materials from other trash; carries/transports trash to dumpster or other designated trash receptacle; and cleans trash/recycling containers.

Maintains building/park security: turns off lights, copiers, calculators, heat switches, and other office equipment not in use; unlocks/locks doors and gates; and disarms/resets security alarm system.

Operates and utilizes various equipment, tools, and supplies which may include a vehicle, vacuum cleaner, carpet cleaner, buffing machine, mop, broom, cleaning supplies, alarm system, ladder, and related tools and equipment; utilizes precautionary safety equipment; and monitors work environment to ensure safety of employees and other individuals.

Assists in monitoring inventory levels of equipment, tools, or supplies; initiates requests for new or replacement materials; and stocks or distributes supply items.

Communicates with supervisor, other City employees, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, daily check lists, inventory and supply lists, mileage report, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required; supplemented by two years of experience in cleaning and maintaining buildings; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural, or compositional characteristics are similar to or divergent from prescribed standards, procedures, or routines.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, hazardous materials, traffic hazards, bright/dim lights, toxic agents, or disease.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.