

EAST BAY REGIONAL PARK DISTRICT
BUILDING/GROUNDS AIDE

GENERAL FUNCTION:

Under general supervision, to perform janitorial/minor building maintenance, and groundskeeping tasks for a building or a park facility; to assist the public, as assigned, by phone, computer, and in person.

ESSENTIAL FUNCTIONS:

The essential functions may include, but are not limited to:

- minor maintenance: performs preventive maintenance and simple repairs to keep facility functional; such as changes lamp and light bulbs, cleans fixtures, washers in faucets and drinking fountains, and tightens loose screws, bolts, hinges, and other similar minor repairs; depending on the particular capability of the individual, may occasionally perform more skilled repair tasks, such as glazing broken windows, patching plaster, minor painting, assembling, moving furniture, or fixing motor-driven equipment. Under a supervisor's direction, arranges for and oversees District staff or outside vendors performing major repairs, and for emergency services for HVAC, elevator, and wheelchair lifts; for EEC, ensures displays and exhibits are working properly.

- groundskeeping: performs the full cycle of planting, watering and weeding of landscaped areas; irrigates and mows lawns; repairs minor water sprinkler systems leaks; prunes shrubs and brush; sweeps patio and sidewalks; chops and stores wood; up keeps grounds.

- custodial: performs clean-up related tasks to keep the facility neat; such as sweeps, dusts, mops, vacuums and shampoos carpets; cleans restrooms, offices and kitchen areas; picks up litter, recycles, and empties trash. Sets up rooms for events and meetings. On rarer occasion, may be called on to perform major maintenance tasks, such as strips and waxes floors, washes windows and mirrors, cleans out gutters and fireplaces.

- public contact: answers questions regarding use of park facilities. The Brazilian Room Aide assists with weekly open house showings to the public; explains the reservations procedures and policies; checks for proper inclusion of licenses, permits and certificates of insurance; assists customers; refers atypical and problem cases to the supervisor. Monitors work of outside custodial firm.

OTHER FUNCTIONS AND DUTIES:

Other tasks related to this position include: building security; responsible for District assigned pool vehicles, performs routine service checks, arranges for maintenance and car washes as required; keeps inventory of and orders janitorial and other related supplies; completes forms and logs, prepares requisitions, maintains accounts and records; picks up and delivers mail and supplies; and any other work as required to maintain buildings and grounds. May work with cleaning solutions. Works outdoors in varied weather conditions. Performs related tasks as assigned.

MINIMUM QUALIFICATIONS:

Education: Equivalent to completion of high school

AND

Experience: Two years experience with a combination of janitorial, minor building maintenance, groundskeeping, and public contact duties.

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KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of methods, materials and practices in janitorial and basic building maintenance, including basic carpentry, electrical, plumbing, groundskeeping, and safe work practices. Ability to perform manual labor on a continual daily basis, including bending and lifting; to operate and maintain necessary tools, small and motor-driven equipment, and machines; to complete routine administrative tasks. Basic computer skills. Willing to work varied hours. Ability to prioritize work, and work in a busy environment. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse public with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT:

A current California driver's license is a condition of initial and continued employment in this classification. To wear prescribed District uniform; to be able to use a respirator according to CAL-OSHA provisions.

REPORTS TO: Brazil Room Manager, Supervising Naturalist, or Facilities Manager

SUPERVISES: No permanent supervisory responsibility. May be liaison with outside custodial staff.

Employment Category: AFSCME, Local 2428, Salary Range \$3,678.86 - \$3,955.46/mo. (Effective 3/20/04)
Adopted by Board: September 6, 1994
Revision Approved by General Manager: May 27, 2004