

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

FLOOR MAINTENANCE WORKER

DEFINITION

To perform specialized work involving the installation, repair, and maintenance of floors and coverings; and to transfer equipment and furniture to the proper location.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory and management staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Scrubs, strips, waxes, and seals a variety of floors and coverings in cafeterias, gymnasiums, offices, classrooms, and other related facilities. Shampoos, spot cleans, and vacuums carpets and rugs. Repairs, removes, and installs carpets as required. Dusts and polishes furniture and woodwork. Assists in moving and arranging furniture and equipment throughout the district. Arranges buildings and rooms for meetings and other special events. Substitutes as custodian when needed. Performs minor maintenance and repair of equipment used in floor maintenance. Participates in school refurbishing during vacations and rescreens wooden gym floors. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of basic care of cleaning equipment. Knowledge of methods, materials, and equipment used in cleaning, sanding, waxing, and shampooing. Knowledge of carpet repair and installation. Ability to learn the procedures and use of equipment and supplies used in custodial/floor maintenance. Ability to perform heavy manual labor. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to work effectively in the absence of supervision. Ability to communicate effectively, both orally and in writing.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Floor Maintenance Worker (Continued)

Experience and Training Guidelines (Continued)

Experience:

One year of increasingly responsible custodial experience including some floor maintenance and repair responsibilities.

Training:

Formal or informal training which provides the ability to read and write at a level necessary for job performance.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Reviewed and Agreed to by:

Incumbent: _____ Date: