
Functional Title:	Building and Grounds Assistant	Job Code:	1001-CA175
Classification Series:	Building and Grounds	Band/Zone:	E1
Department:	Multiple	FLSA:	Non exempt
Date:	July 1997		

General Function:

Performs a variety of tasks related to maintaining the University's buildings, facilities, and grounds.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Picks up trash and/or litter from University buildings and grounds; empties trash receptacles.
- 2) May sweep and mop rooms and hallways; may dust and perform general cleaning of rooms; may clean windows.
- 3) May vacuum and shampoo carpets; may strip and wax floors; may clean and sanitize restrooms.
- 4) May mow, trim, and rake grounds; may remove shrubs and trees.
- 5) May sow grass and renovate turf areas; may apply herbicides to lawn.
- 6) May pick up and/or deliver equipment and supplies.
- 7) May perform cleaning/washing duties in dining hall dishroom or pot and pan area.

Reporting Relationships:

Direction Received: Reports to either head of maintenance for a facility (i.e. Maintenance/Repair Supervisor or Physical Facilities Manager) or first line supervisor in Department (i.e. Building/Grounds Supervisor, Senior, or Building/Grounds Manager.)

Direction Given: May occasionally monitor and train student employees.

Minimum Requirements:

Requires a high school diploma or GED. No experience required. May require driver's license. Must pass Civil Service Test.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of the use of either cleaning equipment/materials or lawn equipment/materials; ability to understand and follow directions.

Working Conditions:

Frequent standing, walking, climbing, and operating equipment. Some lifting of materials weighing up to 70 pounds. Periodic assignment given which entail dealing with modestly unpleasant physical situations. There may be considerable noise generated by machine operation and some machinery may present an element of personal risk of injury due to an accident.