
Functional Title:	Building and Grounds Assistant, Senior	Job Code:	1001-CA280
Classification Series:	Building and Grounds	Band/Zone:	E2
Department:	Multiple	FLSA:	Non exempt
Date:	July 1997		

General Function:

Performs a variety of custodial and technical tasks related to setting up for events and maintaining the University's buildings, facilities, and grounds in a clean, neat, and safe manner.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Assists in the set up and break down for events; arranges tables, chairs, and staging; moves technical equipment.
- 2) May set up and operate technical equipment including lighting and sounds system.
- 3) May operate moving equipment including fork lift and high lift.
- 4) Picks up trash and/or litter from University buildings and/or grounds; empties trash receptacles.
- 5) Performs custodial or groundskeeping tasks which may include mowing, trimming, raking, removing shrubs and trees, sweeping, mopping, dusting, or vacuuming.

Reporting Relationships:

Direction Received: Reports to Manager of Special Events, Assistant Manager of Special Events, Manager PFD-Middletown Campus, Maintenance/Repair Supervisor, or Physical Facilities Manager.

Direction Given: May occasionally train student employees or classified staff.

Minimum Requirements:

Requires a high school diploma or GED and one year of technical experience, or an equivalent combination of education and experience. May require driver's license.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of event set-up operations, knowledge of sound/lighting equipment or moving equipment; knowledge of custodial or groundskeeping operations.

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.