



PROGRAM MAINTENANCE ASSISTANT 1

This is routine manual work in the custodial care of buildings and surrounding grounds. An employee in this class performs cleaning and minor maintenance work in buildings and their adjacent grounds. Primary responsibility is for the use of proper methods and materials in cleaning and otherwise caring for buildings and equipment. Employees work under close supervision, or work follows a well-established routine.

EXAMPLES OF WORK PERFORMED, KNOWLEDGE AND ABILITIES:

- Mops and scrubs floors, waxes and polishes floors and furniture, dusts furniture, cleans and polishes brass, cleans lavatories and replaces lavatory supplies, disposes of waste paper
- Operates a small heating plant or furnace, removes ashes and cleans boiler rooms
- Cuts grass, trims hedges, shovels snow, sweeps and cleans walks and assists in keeping outside premises in an orderly condition
- Replaces light bulbs and makes simple repairs to buildings and equipment
- Moves furniture and equipment, delivers supplies, runs errands, serves as guard or night watchman as an incidental assignment
- Ability to learn the materials, methods and practices used in cleaning operations
- Ability to learn the operation and care of vacuum cleaners, scrubbing machines, polishing machines and other janitorial equipment
- Ability to make minor repairs and adjustments to building fixtures and equipment
- Ability to exercise care in the use of cleaning materials for different types of building surfaces
- Ability to work effectively with fellow workers and others
- Ability to understand and follow simple and oral and written instructions
- Sufficient physical strength to work long hours at custodial tasks

MINIMUM EXPERIENCE AND TRAINING:

No previous experience and training required.