



PROGRAM MAINTENANCE ASSISTANT 2

FUNCTIONAL DEFINITION:

Employees in this class are responsible for maintaining as assigned area in a clean and orderly condition in accordance with required standards. Duties require making routine work decisions independently although work usually follows established methods and work schedules. Supervision may be exercised over a small group of subordinate employees engaged in routine cleaning and minor maintenance work. Work is subject to inspection during progress or upon completion.

EXAMPLES OF WORK PERFORMED, KNOWLEDGE AND ABILITIES:

- Supervises custodial workers of a lower class engaged in such duties as mopping and scrubbing floors; polishing floors and furniture, washing windows, moving furniture, sweeping and cleaning walks, tending to small heating plants or furnaces and otherwise keeping buildings, equipment and premises in an orderly condition.
- Requisition janitorial supplies, distributes supplies to custodial workers and checks the use of supplies and equipment
- Makes minor repairs and reports needed major repairs to a supervisor
- Knowledge of the materials, methods and practices used in cleaning operations
- Knowledge of the operation and care of vacuum cleaners, scrubbing machines, polishing machines and other janitorial equipment
- Ability to assign and supervise the work of subordinates and to train and instruct employees in cleaning, heating and custodial operations
- Ability to make minor repairs on building fixtures and equipment
- Ability to understand and follow oral and written instructions and to keep simple records and make reports
- Sufficient physical strength to withstand the strain of working long hours at custodial tasks

MINIMUM EXPERIENCE AND TRAINING:

One year of experience in custodial work and such training as may have been gained through completion of the eighth school grade or any equivalent combination of experience and training as approved by the county.