

Title: Operations Support Worker I
PG: 14
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Various

Class Code: 8041
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is maintenance work in the care of public and City buildings, facilities and grounds. Work involves responsibility for the efficient performance of a variety of task in and around public and City buildings in facilities. Work generally is performed in accordance with established procedures, but specific instructions may be given on unusual jobs or problems. Work is subject to inspection by a superior for maintenance of established standards of cleanliness and compliance with instructions.

ESSENTIAL FUNCTIONS:

1. May be assigned a building or complex to open and close.
2. Sweeps, mops, waxes and polishes floors; washes walls, woodwork and venetian blinds; dusts books and desks. May be assigned to shampoo, extract and bonnet buff carpet.
3. Picks up litter, empty bottles, leaves, tree and shrub trimmings; sweeps walks; mows grass and edges walkways; plants, fertilizes and waters flower beds, grass and shrubbery.
4. Raises and lowers American flag and other flags as appropriate; moves furniture and equipment; issues supplies; tools and materials; runs errands as requested; delivers mail to various city offices.
5. Cleans restrooms and replenishes supplies; unstops sinks and toilets, and reports the need for repairs.
6. Secures buildings and checks on heating, ventilating and air conditioning units; makes minor maintenance repairs; replaces light bulbs; installs light switches; replaces fuses; repairs door locks; replaces window glass; makes basic repairs to furniture.
7. Set up and tear down meeting rooms for public use.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to learn about the use of the personal protective equipment, materials, methods and practices used in cleaning and maintenance operations.
2. Ability to learn the operation and care of custodial equipment to include vacuum cleaners, scrubbing machines, polishing machines and other janitorial equipment.
3. Ability to make minor repairs and adjustments to building fixtures and equipment.
4. Ability to exercise care in the use of cleaning materials and industrial cleaning chemicals for different types of building surfaces.
5. Ability to establish and maintain effective, working relationships with co-workers, other city employees and the general public.
6. Ability to learn operation and care of grounds maintenance equipment to include lawn mowers, weed trimmers, etc.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 40 pounds of force on a recurring basis, lifting up to 70 pounds, climbing and bending at waist. May be exposed to lights, heights, such as roofs, ceilings, etc.

The job risks exposure to hot/cold temperatures, adverse weather, wet, humid conditions, toxic fumes and noxious odors.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Completion of eight (8) school grades.

SPECIAL REQUIREMENTS:

1. May be required to possess and maintain a valid state of Florida driver's license.
2. May be required to maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.