

**Uinta B.O.C.E.S. #1
Job Description**

Job Title: Facilities Specialist I
Reports To: Facilities Specialist III
Status: Non-exempt
Grade: 9

NATURE AND SCOPE OF JOB:

Keeps premises of facility, to include inside and outside, in clean, working and orderly condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Specific tasks may or may not be assigned to correspond with area of responsibility)*

- Participates in a daily work schedule of building and grounds maintenance and cleaning.
- Vacuums, mops and cleans flooring.
- Cleans, sanitizes, services, and restocks restrooms.
- Cleans and sanitizes drinking fountains and other furniture and fixtures.
- Washes windows, frames, walls and fixtures.
- Empties waste and sanitary receptacles.
- Cleans and fills all dispensers.
- Replaces light bulbs as needed.
- Cleans, sanitizes and dusts furniture, fixtures and equipment as directed.
- Operates physical plant equipment as needed.
- Performs snow removal when required.
- Provides assistance to building staff members on request.
- Opens, closes and secures building.
- Painting or other maintenance duties as directed.
- Uses custodial supplies and chemicals in a safe manner.
- Performs minor maintenance and repair to areas and small appliances and equipment
- The ability to lift in excess of 50 lbs. on a regular basis with a full range of motion.
- Other related duties as assigned,

WORK ENVIRONMENT Varies in/out door environments; regular exposure to adverse weather conditions, humidity, dust, fumes, noise and confined or high spaces; subject to power/manual tool, mechanical, chemical and electrical hazards.