



245 East Bonita Avenue
San Dimas, CA 91773-3002

BUILDING MAINTENANCE AIDE

GENERAL PURPOSE

Under general supervision, performs custodial services to maintain assigned area in a clean, orderly, safe and secure fashion, and performs related duties as required. Must be available mornings, evenings, weekends and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

City Hall, Community Building and Senior Center Duties:

- Secure city facilities as assigned
- Provide access to city facilities after hours
- Perform set-up or tear down of tables and chairs
- Set-up required equipment for meeting and activities
- Clean specified areas as assigned
- Perform light custodial duties
- Empty trash and sort recycling
- Pick up trash around exterior of buildings
- Restock dispensers
- Provide customer service to public and city staff

Park Restroom Duties:

- Provide access to park restroom facilities
- Sweep, mop and clean floors
- Empty and clean waste receptacles
- Pick up trash around exterior of restroom buildings
- Clean restrooms, including sinks, tile, toilets, floors, mirrors, walls and partitions and drinking fountains
- Polish metal work fixtures

- Fill paper dispensers
- Replace light bulbs
- Perform minor repairs as necessary
- Secure park restroom facilities
- Provide customer service to public and city staff
- Respond to emergency situations as required
- Remove and/or clean graffiti

Rental Duties:

- Perform required set-up for assigned activity
- Provide access to assigned facility at proper time
- Maintain contact with the person renting the facility to perform duties as required
- Provide supervision during the event to insure all policies and procedures are being adhered to
- Inspect facility prior to and after the event
- Complete required paper work
- Secure facility
- Maintain a clean and safe facility during event/activity

Swim & Racquet Club

- Perform light custodial duties
- Restock dispensers
- Empty trash and sort recycling
- Pick up trash around exterior of buildings
- Clear pool decks and secure area
- Secure city facilities as assigned
- Test water chemistry in swimming pool
- Clean specified areas as assigned

QUALIFICATIONS GUIDELINES

Knowledge of:

- Methods, materials and equipment used in building cleaning
- Safe work practices

Ability to:

- Work mornings, evenings, weekends and holidays as needed
- Clean and care for assigned areas and equipment
- Use a variety of janitorial materials and equipment
- Perform general maintenance and minor building repair work
- Understand and carry out oral and written instructions

- Establish and maintain cooperative working relationships with others
- Read and write at a level required for successful job performance

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: One year of experience in custodial or building maintenance work.

Licenses/Certificates/Special Requirements:

A current State of California Driver's license issued by the State Department of Motor Vehicles is required.