## BUILDING SERVICES WORKER

**Job Class #:** 3150  
**Pay Grade:** 7  
**Category:** Full-Time (with benefits)  
**FLSA Status:** Non-Exempt  
**Reports To:** Assistant Public Work Director

### SUMMARY
Performs responsible semiskilled work in the cleaning buildings and facilities and providing grounds keeping and landscaping services; does related work as required. Work is performed under regular supervision.  

This position is classified as Essential Personnel and may be called upon to work during weather closures and emergencies.

### ESSENTIAL FUNCTIONS
Cleaning buildings; performing minor building maintenance tasks; mowing, seeding, planting, pruning, trimming, spraying and fertilizing grass, trees, shrubs, bushes, hedges and flowers; performing a variety of landscaping and grounds maintenance activities; operating, maintaining and repairing equipment.  

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Washes and cleans windows, doors, floors, storm door, light globes, window sills, and heating vents; washes and cleans walls; cleans and stocks restrooms.
- Vacuums, scrubs, strips, waxes and buffs floors.
- Performs minor building maintenance tasks such as painting and minor carpentry, plumbing, masonry, and electrical work.
- Repairs lawn mowers, hand tools, and equipment.
- Empties trash receptacles.
- Performs a variety of tasks in the maintenance of rights-of-way, parks, playgrounds and other public areas.
- Sows and mows grass; plants, prunes and trims trees, shrubs, and bushes.
- Rakes and collects leaves; sprays pesticides.
- Plants flowers; applies fertilizer.
- Edges sidewalks, borders, and plant beds; trims weeds, grass and hedges.
- Operates mowers, tractors, dump truck, and hand tools in performance of tasks.
- Assists with snow removal and ice control.
- Performs related tasks as required.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
Some knowledge of cleaning methods, materials and equipment; some knowledge of the use of common hand and specialized power tools; general knowledge of the safe use and operation and preventive maintenance of
equipment used in landscaping grounds maintenance; skill in the use of equipment to which assigned; ability to perform labor for extended periods, often under unfavorable weather conditions; ability to understand and follow simple oral and written directions; ability to establish and maintain effective working relationships with associates.

**ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

Any combination of education and experience equivalent to graduation from high school and some custodial experience.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

This is very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm’s length, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

**POST OFFER REQUIREMENTS**

- Criminal background and driving record check.

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<th>Department Head Recommended:</th>
<th>HR Manager Approval as to Form:</th>
<th>County Administrator Recommended:</th>
<th>Board of Supervisors Approved:</th>
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