

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: FACILITY SUPPORT SPECIALIST SCHOOL-BASED**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of general custodial, minor maintenance and light grounds keeping work in the care and maintenance of assigned school buildings and facilities. Employee is also responsible for requisitioning necessary cleaning supplies and creating work orders. Reports to the Custodial Area Manager.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Open the building and inspect /check for damage caused by vandalism or natural causes each morning.

Check heating and cooling equipment and report operational malfunctions to Maintenance.

Dust mop halls and clean entrance mats and glass surfaces after children are in the classroom.

Pick up paper and debris from inside, parking areas and school grounds.

Sweep entrance ways.

Remove breakfast trash from classrooms and eating areas.

Make minor maintenance repairs as defined by the principal.

Police and keep boiler room and utility closets clean and uncluttered.

Clean up student accidents.

Assist in set-up/breakdown of equipment for special events.

Assist with receiving and storing supplies.

Be familiar with the location of all fuse boxes, breakers and lights, so circuits can be shut down in

## **FACILITY SUPPORT SPECIALIST**

case of emergency.

Be familiar with all emergency alarms and fire extinguishers in the building and inspect monthly.

Police restrooms and reload dispensers throughout the day.

Police dining area during lunch. Duties will include but not limited to: sweeping, damp mopping, trash removal and spill clean-up.

Coordinate HVAC filter changes with the filter contractor and verify their work.

Perform touch up painting as needed.

Clean spots, smudges and fingerprints from entrance and common area doors and windows.

Change ceiling tiles as needed.

Change light bulbs as needed.

Vacuum carpets as needed.

Remove interior graffiti.

Remove snow and ice from all walkways.

Complete work orders for Maintenance.

Ensures adequate supplies are available for use by Contractor.

Take care of emergencies and any other tasks as directed by the Principal.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school with considerable experience in custodial work; or an equivalent combination of training and experience which provides the required knowledge, skills and abilities.

## FACILITY SUPPORT SPECIALIST

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate vacuum cleaners, carpet shampooers, brooms, mops, small hand tools, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for medium work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

**Language Ability:** Requires the ability to read simple forms. Requires the ability to prepare time sheets and supply requisitions using prescribed format.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using janitorial equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as janitorial equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

## **FACILITY SUPPORT SPECIALIST**

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of the standard methods, materials, and equipment employed in janitorial work.

General knowledge of safety precautions and warning signals regarding school building equipment.

Some knowledge of cleaning procedures and the use of cleaning materials.

Ability to give and follow instructions.

Ability to perform medium physical work.

Ability to exercise independent judgment and initiative in completing work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.