

STUDENT WORKER CUSTODIAL/MAINTENANCE

KIND OF WORK

Entry level student custodial/maintenance work.

NATURE AND PURPOSE

Under immediate supervision, an employee in this class performs and learns to perform routine custodial/maintenance work. The custodial/maintenance work is performed in a building or on the grounds.

This classification differs from an entry level Building and Grounds Worker, General Maintenance Worker, Groundskeeper or Laborer classes in that incumbents must be enrolled in secondary, post-secondary or graduate study programs. Incumbents would not be expected to possess on-going program or procedural knowledge.

Student worker classes are designed to provide students in secondary, post-secondary and graduate study with employment that assists them in reaching identifiable educational goals. Student worker positions may exist in any state agency and can be filled at any time. Employees appointed as student workers are in the unclassified service pursuant to law.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Clean and repair public buildings so that buildings are kept neat and safe for public use by checking buildings daily, and performing cleaning activities such as sweeping the floor, removing trash, scrubbing or mopping floors; making minor repairs as necessary.

Perform landscape maintenance activities in state parks and facilities so that grounds are kept neat by mowing and trimming lawn areas; controlling weeds; removing debris; pruning and caring for trees and shrubs; participating in landscape remodeling projects; and keeping grounds free from litter.

Clean, adjust and repair equipment so that equipment is kept in good working order and available for use by cleaning equipment after use; keeping records of usage time; making minor repairs and adjustments as needed per manufacturers recommendations.

Assist in maintaining state-owned buildings, structures and surrounding grounds so that projects are completed efficiently by preparing walls for painting; replacing and/or installing guard posts in campgrounds, picnic grounds, and parking areas; repairing roads and hiking trails; removing and/or replacing screens and storm windows, repairing and painting buildings; replacing and/or repair doors, windows, roofs, etc.

Provide information to the public at a contact station in a State Park so that users of the facility are properly informed by selling permits; registering campers; and providing information as requested.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Cleaning methods sufficient to meet health standards.

Tools and equipment sufficient to perform custodial/maintenance and/or groundskeeping work.

Skill in:

Use and operation of small hand tools and small power tools sufficient to safely operate tools and equipment.

Verbal communications and human relations sufficient to deal effectively with supervisory staff, co-workers, and the public.

Ability to:

Maintain and repair hand and power tools sufficient to ensure their availability and safe operation for projects.

Understand and follow simple instructions both oral and written sufficient to complete assignments correctly.

Est.: 3/70 T.C.:

Rev.: 9/91 Former Title(s):