

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 1996**

PLANT SERVICE WORKER

FLSA STATUS: NON-EXEMPT – PAY GRADE: 3 - C

GENERAL STATEMENT OF JOB

Employees in this category perform routine custodial and/or grounds maintenance work, depending on area of assignment. Employees in this class work with considerable independence. Incumbent is capable of exercising independent judgment regarding manner, method, and materials to apply for a given assignment/work order. Some record keeping may be required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Uses electrical cleaning equipment in the cleaning of the assigned facility during shift hours assigned, i.e., vacuum cleaners, shampoo machines, high speed buffers.

Uses appropriate chemicals and cleaners safely and productively according to instructions to ensure personal, public, and personnel safety.

Ensures assigned area is properly opened daily and secured upon completion of daily tasks, i.e., locking doors and windows, turning off electrical units.

Performs custodial tasks, i.e., emptying and cleaning waste receptacles; mopping, stripping, waxing, and buffing floors; washing windows; dusting furniture; cleaning vents, fans, walls; sanitizing restrooms, kitchen facilities.

Responds to emergency situations, i.e., spills, broken windows, broken locks.

Moves furniture and other equipment in the performance of duties.

Cleans equipment and tools after use and maintains cleanliness and order in storage areas.

Reports equipment malfunctions and facility maintenance needs to immediate supervisor.

Performs routine maintenance on facility custodial equipment, such as changing vacuum cleaner belts and bags, and changing buffer machine pads.

Performs routine grounds maintenance on facility grounds as directed or when applicable to area of assignment, i.e., lawn mowing, hedge trimming, weed pulling.

Performs non-cleaning tasks in general facility maintenance, i.e., changing light bulbs, filling paper and soap dispensers, assisting in setting up for meeting/conferences.

May be responsible for maintaining records related to production or work performed.

Repairs and maintains assigned grounds when applicable.

Performs related duties as required.

PLANT SERVICE WORKER – Page 2

SUPERVISION RECEIVED

Supervision is received from the Supervisor of Plant Service Workers or his/her designee.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Requires a high school diploma or high school equivalency with demonstrated ability to read and comprehend standard English.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Must be able to exert twenty (20) to fifty (50) pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Tasks require constant bending, stooping, crouching, and/or reaching. Physical demands are in excess of sedentary work. Must be able to perform manual tasks and remain on feet for extended periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of assigned facility and applicable components, i.e., equipment operation directions, and other materials related to the job.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires ability to read and comprehend basic English, rendered in formats such as cleaning agent instructions, warning labels, equipment operation directions, and other materials related to the job.

Intelligence: Requires the ability to apply principles of common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving concrete variables in or from standardized situations; to perform manual labor and machine operations; to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add and subtract totals. May require the ability to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in using hand held and electrically powered equipment and machinery.

PLANT SERVICE WORKER – Page 3

Manual Dexterity: Must have high levels of eye/hand/foot coordination.

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

Interpersonal Temperament: Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline.

Physical Communication: May not require the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed with frequent exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes). The worker may be subject to danger or risk to a significant degree due to the use of chemicals/toxic agents in performing essential functions.

Revised 11/99; revised 6/04