

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

**SENIOR PLANT SERVICE WORKER**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 4 – C**

**JOB FAMILY: CAMPUS SERVICES**

**JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

Employees in this category perform moderately complex and highly independent custodial and/or grounds maintenance work, based on a one (1) year exposure to the work. Incumbents at this level are capable of functioning in a lead capacity for assignments requiring greater than one individual. Record keeping is generally required at this level. Position is capable of performing routine maintenance and repair on assigned equipment where applicable. Complex repairs are directed to supervisor or some other more knowledgeable entity.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Uses electrical cleaning equipment in the cleaning of this 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.

Repairs and maintains assigned grounds when applicable by cleaning, planting, fertilizing, sprinkling, mowing, weeding and pruning.

Prepares grounds when applicable for sodding, and corrects public safety hazards such as ground holes, loose turf, and debris.

Operates equipment and mechanical tools, and performs routine maintenance on assigned equipment, i.e., cleaning, changing oil, lubricating, adjusting.

Operates mowers, edgers, trimmers, saws and other hand and power tools used when performing grounds maintenance.

Performs general custodial and maintenance tasks in cleaning, painting, repairing, and replenishing supplies in restrooms, classrooms, and other facility structures.

Maintains general records, i.e., daily work orders, tasks completed, supplies and materials utilized, equipment used and/or serviced, fuel use.

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

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

Reports equipment malfunctions and facility maintenance needs to immediate supervisor.

Monitors supplies and materials inventory for the purpose of ordering, as needed.

Provides general assistance and information to the public, faculty, and/or students, where applicable.

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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.

Performs related duties, as required.

### **SUPERVISION RECEIVED**

Supervision is received from the Supervisor of Plant Service Workers.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Requires a high school diploma or high school equivalency supplemented by one (1) year of related experience.

### **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.

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**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.

**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