

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Carpet/Floor Maintenance Worker	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0619	WORK YEAR:	12 Months
DEPARTMENT:	Buildings and Grounds/Operations	SALARY:	Range 35 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	11-10-73
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform routine work related to the cleaning maintenance of carpets, and resilient tile, cement, terrazzo, tile, and hard and soft wood floors; pickup supplies from vendor.

DISTINGUISHING CHARACTERISTICS:

This position differs from the Custodian position in percent of time spent on floor maintenance. The Carpet/Floor Maintenance Worker spends the majority of the time on carpet or floor care, except when directed by assigned supervisor to perform regular custodial duties due to absences and other emergencies.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

May strip, screen, seal, wax, and spray clean hard and soft wood floors, resilient floors, and cement floors; fiber disks wood and resilient flooring, and apply sealer finishes; remove all types of stains from all types of flooring. **E**

Inspect and evaluate carpeting, and determine type of cleaning agents and equipment to be used in shampooing; shampoo and remove stains from carpeting; report carpet and floor safety hazards to assigned supervisor and/or principal. **E**

Schedule carpet/floor cleaning work, maintain records, and transport chemicals and equipment, such as extractors, scrubbers, and shampooers; perform carpet cleaning on an emergency basis related to bodily fluids, pipe breaks, or roof leaks. **E**

Perform Custodian duties as directed by assigned supervisor. **E**

Operate and maintain a variety of specialized floor cleaning and maintenance equipment; drive a district vehicle to conduct work; lift, carry, push, pull, and move heavy furniture and equipment. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and one year of custodian or carpet maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California Class C driver's license, and provide proof of insurance; employee entrance evaluation (lifting test).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, materials, tools, and equipment used in carpet and floor maintenance.
- Cleaning procedures for carpet and resilient tile, cement, terrazzo, tile, and hard and soft wood floors.
- Stain removing and cleaning chemicals.
- Basic recordkeeping and scheduling techniques.
- Safe working methods and procedures.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Determine overall condition of carpets, floors, and take appropriate action.
- Operate carpet and floor maintenance equipment.
- Understand and follow oral and written directions.
- Establish cooperative working relationships with others.
- Work independently with minimal supervision.
- Operate a vehicle, observing legal and defensive driving practices.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Lift and carry heavy objects, and perform heavy physical work according to safety regulations.
- Work efficiently to meet schedules and timelines.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor work environment; exposure to fumes, dust, and odors; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information; see to perform work; lift, carry, push, pull, and move heavy furniture and equipment; walk or stand for extended periods of time; dexterity of hands and fingers to operate equipment; bend at the waist, reach overhead, and horizontally; heavy physical labor.

SAMPLE HAZARDS:

Contact with cleaning agents, chemicals, and exposure to bodily fluids.

(Former Title: Floor Maintenance Worker)

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date