

KERN COUNTY SUPERINTENDENT OF SCHOOLS
MODIFIED APPROVED JANUARY 2014
RANGE: 40.0
MAINTENANCE/OPERATIONS/MECHANICAL SERVICES SERIES
CLASSIFIED
CODE: 2,3,5,7,9

FLOOR CARE TECHNICIAN

DEFINITION

Under general supervision, the Floor Care Technician is responsible for the overall floor maintenance of hard surface and carpet (stripping, waxing, buffing, shampooing) areas that include offices, classrooms, special purpose facilities and other public areas, along with general custodial duties.

EXAMPLES OF DUTIES

Operates and maintains various types of equipment used for floor care maintenance including a truck mount extractor, floor machines and vacuums;

provides floor maintenance and care; including but not limited to, vacuuming, shampooing, extracting carpets, stairwells, and upholstery, routine mopping (dry and damp), buffing of hard surfaces, and repairs on worn or torn carpeting;

performs general custodial functions, including sweeping, mopping, waxing, dusting, cleaning restrooms, polishing, vacuuming, washing walls, and other general cleaning tasks;

assists in setting up rooms for large and small group meetings;

prioritizes and coordinates with other workers as needed to complete floor care work within the overall scope of multi-trade projects;

performs emergency cleanup service resulting from breakages, vandalism, spilling, and illness;

prepares supply, material, and equipment order requests to ensure an adequate supply inventory of materials and equipment;

performs routine and preventative maintenance functions, including equipment adjustments, lubrication, service, simple part replacement and maintains accurate operational records including service records;

helps to receive and distribute supplies including materials and equipment;

locks and unlocks gates and/or doors;

may release and set security systems;

perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Industry standard methods, materials, and equipment used in cleaning and maintaining a wide variety of surfaces, equipment, and furniture with special emphasis with floor care techniques in educational facilities;

planning, organization, and work scheduling procedures and techniques;

safe practices and working methods pertaining to cleaning and maintenance functional activities.

Ability to:

To perform skilled custodial, carpet, upholstery and floor cleaning duties utilizing various equipment and supplies;

operate district vehicles, including towing and backing in trailers;

perform light to moderately heavy manual functions;

interpret, understand and follow oral and written instructions;

operate a computer to create reports, work schedules and work orders;

organize, set and meet deadlines for floor care and maintenance, considering academic and event schedules;

establish and maintain cooperative working relationships;

work a flexible schedule including evenings and weekends;

lift 50 pounds;

climb ladders;

stoop, bend, kneel, squat, crawl and stand for long periods of time;

work with arms extended above body;

see and hear sufficiently to safely perform the duties listed above.

Experience:

Five years of commercial custodial, carpet, upholstery and floor cleaning experience required.

Three years truck-mount carpet cleaning experience preferred.

Education:

Equivalent to the completion of the twelfth grade.

Conditions of Employment:

Pre-employment drug testing along with a pre-employment physical is a condition of employment.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

1/14/14

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