

ADMINISTRATIVE BUILDING SUPPORT

Definition

Provides oversight of contracted cleaning services in Fairfax County Public Schools (FCPS) administrative buildings; provides custodial services, as required; assists building senior management with logistical tasks; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Provides oversight of contracted cleaning services in FCPS administrative buildings; upon arrival on each workday, determines whether the custodial work performed by the contracted cleaning service the preceding night meets FCPS standards; if the work does not, notes all discrepancies on the approved FCPS form; notifies administrative building management of the discrepancies; notifies the appropriate plant operations staff member; performs the necessary custodial work to bring the building to standard; may wet and dry mop floors; may strip wax from floors, rewax, and operate buffing machine; may wash windows, fixtures, floors, and walls; may dust furniture, cabinets, walls, window sills, radiators, and other furnishings; may dust and wash venetian blinds; may empty trash receptacles and ash trays; may pick up paper and debris on grounds; may transport and empty large trash containers into outdoor units; may replace light bulbs; may check heating and air conditioning equipment for proper operation; may make minor repairs to buildings, building equipment, and furniture; checks all door locks and window latches in securing the building upon closing; raises and lowers flag; moves and transports furniture, equipment, boxed textbooks, and other supplies weighing up to 35 pounds, manually or with mechanical assistance; operates snow and ice removal and lawn equipment; assists senior management with logistical tasks; and delivers packages and messages.

Supervision Received/Given

Receives direct supervision from building senior management and/or plant operations staff. May provide guidance and assistance to lower-graded full-, part-time, and/or hourly employees, as required or assigned.

Education/Experience

Any combination of education or experience equivalent to completion of the tenth grade, plus two years of progressively more responsible experience in public building custodial work. Good knowledge of the methods, materials, and equipment used in custodial work; ability to read and write English; ability to thoroughly understand and follow simple oral and written directions in English; ability to get along well with students, officials, and the general public; sufficient strength, agility, and dexterity to perform all required tasks; ability to work out of doors in a variety of temperatures and climate conditions; and ability to supervise the work of a small group of custodial subordinates. Successful completion of the Custodial Certification Course provided by the plant operations section must be accomplished prior to or within 12 months of appointment.



Established: June 2005