



## SYSTEM SERVICE WORKER

FC: MA400  
PG: UW

PC: 111  
BU: 01  
March 1992

### DEFINITION

Under general supervision, performs a variety of janitorial duties in maintaining District stations, shops and offices in a clean and orderly condition; performs related work as assigned.

### CLASS CHARACTERISTICS

This class is distinguished from the Utility Worker classification in that the janitorial duties are generally performed in District stations, shops and offices.

### EXAMPLES OF DUTIES

Receives daily work assignments from appropriate supervisor; assembles necessary cleaning equipment, materials, supplies, cleaning solutions and required protective gear; travels to assigned work site; maintains District stations in a clean and orderly condition by sweeping, scrubbing, waxing and cleaning floors, cleaning and polishing elevators, escalators, ticket machines, gates and fixtures, washing windows and windbreakers and emptying trash containers; clears leaves, trash and debris; sweeps and cleans walkways, patios and sidewalks from the station to the street and all bus stops on District property; cleans District office areas by vacuuming floors, carpets and upholstery, shampooing carpets and upholstery, emptying ashtrays and trash cans, dusting and washing chairs, desks, files and other surfaces and washing walls and doors; cleans and disinfects restroom surfaces and fixtures using detergents and chemicals; restocks restrooms with services supplies such as soap and paper goods; performs heavy cleaning in shop areas, including service pits, truck bays and docks and floor areas, ensuring that debris and grease are removed; in employee lunchroom areas, cleans sink, stove, refrigerator and tables in addition to floor and wall areas; steam cleans tools or parts as may be required; documents work performed; notifies crew leader or supervisor of required maintenance; responds to urgent cleanup in parking lots, garages, trains, offices, and stations as required; and performs heavy cleaning in yards and shops.

### QUALIFICATIONS

Knowledge of:

Janitorial procedures, methods, supplies, tools and equipment; safe working

practices and techniques.

System Service Worker  
Page Two

Skill in:

Using hand tools and power equipment to vacuum, scrub, strip, wax, buff, shampoo, and otherwise clean varied surfaces and fixtures; using detergents and cleaning solutions correctly and safely; following oral and written directions; working independently without immediate supervision; working cooperatively with others; responding appropriately to patron questions; maintaining accurate basic logs and records of work performed.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record. Must have physical capability to perform strenuous physical labor, including sufficient strength to lift trash containers and equipment weighing up to 50 pounds. Must be willing to work weekends and off-hours shifts.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to completion of the twelfth grade and one year of experience which will have provided a familiarity with industrial janitorial procedures, equipment and supplies.

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