



## **MISSION SAN JUAN CAPISTRANO ENVIRONMENTAL SERVICES TECHNICIAN**

### **SUMMARY:**

The Environmental Services Technician is a non-exempt, at-will position working at Mission San Juan Capistrano. This is a part time position reporting to the Preservation and Facilities Manager which may include some nights and weekends as needed for Mission Events. The Environmental Services Technician performs a variety of tasks relating to the care, cleaning and maintenance of Mission facilities and grounds as well as duties involving security.

**REPORTS TO:** Preservation and Facilities Manager

**SUPERVISION RECEIVED AND EXERCISED:** Receives direction from the Preservation and Facilities Manager

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Typical duties may include, but are not necessarily limited to the following:

- Monitor and clean campus restrooms ensuring a clean, neat, sanitary and well stocked facility at all times.
- Sweeps, vacuums, mops, scrubs, waxes and polishes floors as needed ensuring a clean and safe environment.
- Dust furniture, church pews, window ledges, door frames and moldings including other surfaces as directed ensuring a clean and orderly appearance.
- Clean windows, blinds, wall surfaces, vents, and other surfaces as directed ensuring a clean and orderly appearance.
- Spot clean and/or shampoo carpet areas as needed ensuring a clean and neat appearance.
- Inspect and maintain inside and outside hallways, walkways, parking lot and courtyards by sweeping and removal of trash, debris or other litter to ensure a clean and neat appearance at all times.

- Clean up after spills in offices, classrooms, museum rooms, and grounds as needed.
- Open and secure facility buildings and grounds according to established schedule and procedure.
- Perform set up and take down of equipment, tables, chairs or other items needed for special event or scheduled activity as directed.
- Perform other minor repairs or other light maintenance duties as requested.
- Work with Mission maintenance staff, reporting repair or maintenance needs and assisting when necessary.
- Maintain inventory of custodial supplies, materials and equipment.
- Respond to calls and requests for services as necessary and appropriate, following procedures established.
- Report safety hazards, suspicious activities, incidents, accidents and other security related situations following procedures established.
- Provide courteous information to the public, seeking resolutions and answers to questions and issues.
- Perform related duties and responsibilities as required.

**QUALIFICATIONS:**

Job Knowledge, Skills and Abilities:

- Good working knowledge of methods and techniques used in general building housekeeping and light duty maintenance work.
- Good working knowledge and ability to safely use equipment and tools used in the general building housekeeping and light duty maintenance work
- Knowledge of occupational hazards and standard safety practices.
- Ability to operate a variety of general building housekeeping and light maintenance equipment in a safe and effective manner.
- Ability to perform a variety of manual tasks for extended periods of time.
- Ability to communicate effectively both orally and in writing with staff and the public.
- Ability to understand and follow established operating procedures.
- Ability to perform duties in a professional manner and appearance.
- Ability to make independent and good judgment decisions within the established procedures of the Historic Mission.
- Knowledge of and ability to establish and maintain effective working relationships with diverse individuals and groups.
- Ability to exhibit dependable and reliable work habits.
- Ability to successfully complete criminal background check in accordance with California law and policy of the Diocese of Orange.

**EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

**Education:** High School diploma or equivalent.

**Experience:**

- One year experience performing general building housekeeping or light maintenance duties.

**WORKING CONDITIONS:**

- Working environment includes indoors and outdoor environment on the Mission campus including exposure to inclement weather.
- Extensive contact with staff, students, volunteers and the public.
- Job functions may require prolonged periods of sitting or standing; walking on uneven ground; climbing stairs; climbing ladders; performing moderate to heavy manual labor; lifting and carrying 50 to 75 pounds; operating motorized equipment.
- Schedule includes weekday and weekend flexible shifts.