

# Hernando County School Board Florida

FLSA: Non-Exempt, Union

## ENVIRONMENTAL SERVICES TECHNICIAN II

### **Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Hernando County School Board approved certification training course
- Certification as Master Environmental Services Technician is required but may be attained at the first available class
- Ability to work and communicate effectively with other employees and the public
- Thorough knowledge of environmental services operations and procedures
- Ability to follow oral and written instructions
- Knowledge of basic fire protection, sanitation and safety standards as applicable to the school

### **Desired Qualifications:**

- Possess a valid Florida driver's license

### **Performance Responsibilities:**

- Restrooms: Clean and disinfect walls, toilets, sinks, countertops, light switches, stalls, urinals, door handles and floors daily; fill paper products and hand soap as needed
- Outside of Buildings: (daylight hours only) Pick up trash; make sure all doors and windows are locked daily; sweep sidewalks and clean outside windows and knock down cobwebs as needed
- Staff Lounges: Clean tables, counters, and floors daily; empty refrigerator as directed
- Classrooms and Offices: Disinfect contact areas including desks. Horizontal dusting (tops of clocks, screens, sills, etc.); clean doors, marker boards and trays, windows, pencil sharpeners, spot clean walls and counter tops daily; empty wastebaskets and trash daily; vacuum and spot clean carpets daily; mop and/or dust resilient floors daily; clean blinds as needed; clean air conditioning vents as needed; change light bulbs as needed
- Halls, Cafeteria and PE: Clean carpet, floors, walls, sanitize drinking fountain, clean walk off mats daily; clean entrance glass as needed
- Storage and Equipment Rooms: Maintain in a clean, organized and efficient manner. Keep chemicals stored properly. Empty mop buckets. Clean floors, walls, shelves and sinks as needed
- Equipment: Empty vacuum cleaner/change bag and clean brushes as needed; maintain mops, buckets and all equipment daily; check supplies daily
- Responsible for overall site appearance and function
- Oversee and maintain a high standard of safety, cleanliness and efficiency
- Assign, schedule and train environmental services staff as needed
- Designate or act as contact person for maintenance personnel
- Direct maintenance personnel to the job and oversee the task that has been reported
- Assume responsibility for having site open and/or closed each day

- Check work by environmental services substitutes
- Evaluate new and economical products and processes
- Assume other related responsibilities assigned which may include minor touch-up painting and minor electrical (light bulbs, fluorescent, repair switch covers and outlets and reset circuit breakers)
- Repair furniture and equipment
- Report any major problems with the air conditioning, heating, plumbing, electrical, roofing or any structural problems
- Install bulletin boards, marker boards, pencil sharpeners, ceiling tiles, school furniture and equipment
- Maintain carpets
- Resurface floors
- Assist with the receipt of deliveries
- Must communicate daily with the Environmental Services Technician III
- Make administrator aware of any problems
- Attend training classes and workshops
- Perform other duties as assigned by the site administrator and/or designee

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the site administrator and/or designee

**Evaluation:**

Annual evaluation done by the site administrator and/or administrative designee

**Terms of Employment:**

10-, 11-, or 12-month employment

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level E

**Job Code:**

79026

Board Approved: 08/18/98

Revised: 01/20/09, 03/03/09, 05/17/11, 08/16/16, 10/10/23, 11/14/23