Class Code: 0502
Occupational Area: 08 Custodial Services
Probationary Period: 6 mo.
Effective Date: ~~8/31/2022~~
Last Action: Revised

Research Facility Attendant

Function of Job

Under general supervision from a designated supervisor, employees in this classification provide specialized services and assist in converting rooms and laboratory areas for meetings and other special events in scientific research facilities where state-of- the-art research equipment is housed. Such facilities might include wet laboratories, rooms and labs with special fire protection and/or air filtration systems, nuclear magnetic resonance imaging rooms or laser facilities, and other specialized laboratories.

Characteristic Duties and Responsibilities

~~A(n) Research Facility Attendant typically -~~ Illustrative examples of work:

1. Performs all necessary work involved in the conversion of facilities and setups for events, banquets, conventions, seminars, and dinners, including placement of tables, chairs, and curtains;
2. Sets up and operates media communications equipment (in coordination with resident electrician);
3. Performs specialized custodial services and operates related equipment in facility laboratories and special equipment rooms, such as electron microscope rooms, laser laboratories, magnetic resonance imaging rooms, and in rooms with special fire protection and/or air filtration systems, which may include mopping, scrubbing, sweeping, renovating and renewing floors, cleaning fixtures, cleaning and waxing furnishings, washing windows and other interior glass;
4. Performs other related duties as assigned.

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One of the following:
   A. High school diploma or equivalent~~.~~

   - OR -

~~A.~~B. Six months of general work experience.

Knowledge, Skills and Abilities (KSAs)

1. Knowledge of general cleaning methods and techniques.
2. Ability to understand and follow complex technical instructions.
3. ~~Ability to lift heavy objects.~~
4. ~~Ability to perform closely controlled and purposeful physical movements.~~
3. Ability to operate custodial equipment and machinery.
4. Skill in setting up, operating, or troubleshooting audiovisual equipment, including projectors, speakers, microphones, and other similar devices.
5. Skill in setting up and tearing down spaces for special events.
6. Skill in using cleaning products.
7. Reading skills at a level that allows you to recognize and understand basic written words and simple sentences.
8. Writing skills at a level that allows you to compose sentences that convey information effectively in written form.
5.9. Verbal communication skills at a level that allows you to communicate effectively using spoken words, including the ability to listen and ask questions.