MINNESOTA STATE COLLEGES AND UNIVERSITIES **POSITION DESCRIPTION A**
OFFICE OF THE CHANCELLOR

Employee Name: **Position Control Number:**
Division: Winona State University **Activity:**
Classification Title: General Maintenance Worker **Working Title:**
Prepared By: **Appraisal Period:** **To**

EMPLOYEE SIGNATURE/DATE **SUPERVISOR SIGNATURE/DATE**

(this position description accurately reflects my current job) (this position description reflects the employee's current job)

POSITION PURPOSE:
The purpose of this position is to clean and maintain the Winona State University buildings.

REPORTABILITY

Reports to: Building Services Supervisor and/or Building Services Manager

Supervises: No One

DIMENSIONS

Budget: The Facilities Plant Budget

Clientele: The student body at Winona State University. The faculty, staff, and administration at Winona State University. The public users of Winona State University.

Make 3 Copies: Employee, Supervisor, Personnel Office

POSITION DESCRIPTION B **EMPLOYEE NAME:**

Principle Responsibilities and Tasks

1. The cleaning and maintenance of various academic and/or Residence Life Buildings.

A. Sweep, mop, scrub, vacuum, dust mop, carpet extraction, strip old and apply new finish to floors as required.

B. Empty and clean trash receptacles and recycling containers.

C. Clean classrooms, windows, glass partitions, doors, walls, blackboards, and drinking fountains.

D. Clean restrooms and provide necessary tissue, and hand cleaning supplies.

E. Clean inside building entrances, replace light bulbs and florescent tubes.

F. The ability to do light maintenance and routine mechanical repairs or special maintenance and repair activities such as minor repair to vacuum cleaners, carpet extractors, floor scrubbers, window coverings and replace ceiling tiles.

Priority: A **Discretion: B** **Percent of Time: 85** **Essential Function: Yes**

2. The cleaning of outside entrances and maintaining necessary supplies on hand.

A. Clean outside of building entrances, sweeping, remove snow and ice, clean around trash compactors, emptying trash containers and ash urns.

B. Ensure proper supplies and equipment are on hand to perform all duties.

C. Maintain loading dock.

Priority: A **Discretion: B** **Percent of Time: 10** **Essential Function: Yes**

3. To move furniture and/or equipment within and between buildings. Perform other duties as assigned by supervisor.

A. Maintain all equipment and tools in proper working order.

B. Perform minor maintenance work on equipment and buildings.

C. Assist with the set up of special events.

Priority: A **Discretion: B** **Percent of Time: 5** **Essential Function: Yes**

POSITION DESCRIPTION C **EMPLOYEE NAME:**

NATURE AND SCOPE: (RELATIONSHIPS; KNOWLEDGE, SKILLS, AND ABILITIES; PROBLEM -

SOLVING AND CREATIVITY; AND FREEDOM TO ACT)

RELATIONSHIPS:
This position serves the cleaning of Academic and Resident Life buildings. This position has frequent contact with students and staff members of Winona State University.

KNOWLEDGES, SKILLS, AND ABILITIES:
Minimum Qualifications:

- Knowledge of different types of flooring/floor covering sufficient to determine proper methods of maintenance and appropriate cleaning methods, materials, agents and equipment.
- Knowledge of chemical cleaning agents such as scouring agents and soaps sufficient to appropriately select the agent(s), handle and apply, and dispose of safely.
- Knowledge of methods, tools, and equipment used in maintenance sufficient to use effectively and operate safely and to make minor repairs.
- Ability to demonstrate physical health and endurance sufficient to perform work functions.
- Ability to follow simple oral and written instructions.
- Ability to perform assigned tasks with limited work direction.
- Ability to keep simple records.

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Preferred Qualifications:

- Good human relations skills
- Good communications skills to interact daily with students and employees of WSU
- Ability to prioritize work and be flexible during frequent interruptions
- Good organizational skills

Physical Requirements: To be in physically good health along with demonstrated ability to climb stairs and ladders. Physical health and endurance should allow the employee to frequently bend, stretch, stoop, stand, squat, crawl, walk and lift up to 50 pounds on a daily basis.

PROBLEM SOLVING:
Problems with respect to building cleaning, repair, breakage, faulty equipment, and supplies are brought to the attention of the immediate supervisor or reported via work orders.

FREEDOM TO ACT:
The responsible areas are reviewed by the immediate supervisor, procedure and process is corrected when necessary.