**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. This position is a temporary intermittent position to assist during employee absence.

**REPORTABILITY**

**Reports to:** Building Services Supervisor and/or Building Services Forman

**Supervises:** No One

**DIMENSIONS**

**Budget:**  n/a

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

***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, 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.

**Priority: A Discretion: B Percent of Time: 85**

**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. Insure proper supplies and equipment are on hand to perform all duties.

 C. Maintain loading dock.

**Priority: A Discretion: B Percent of Time: 10**

**3.** To move furniture and/or equipment within and between buildings.

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**

**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**:

This position requires excellent personal human relations and communication skills since there is a daily contact with the students and staff of Winona State University. The position must deal with all types of personalities and moods in a way that reflects favorable on the Physical Plant. This position requires the ability to establish work priorities and be flexible enough to accept interruptions. Good organizational and oral skills are essential. Skills in cleaning methods, choice of cleaning materials and proper use of equipment are also essential.

**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.