
Employee Name:
Division: Winona State University
Classification Title: GMW Lead
Prepared By:

Position Control Number: 00218190
Activity:
Working Title:
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 assist the Building Services Supervisor by providing lead work direction for General Maintenance Workers and to provide supervision and execution of the student worker cleaning program. This position instructs cleaning personnel in work methods, safety procedures and other aspects of cleaning work. This position also administers and evaluates quality control for the student worker cleaning program. This position has the responsibility to clean and maintain the Winona State University buildings and to perform all other tasks as assigned by his/her supervisor.

REPORTABILITY

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

Supervises: 8 – 15 Student Workers

Lead Work: General Maintenance Workers

DIMENSIONS

Budget: Daily oversight of an annual student worker budget

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

Principle Responsibilities and Tasks**1. To provide lead work direction to General Maintenance Workers while maintaining a good working relationship**

- A. Plan and assign work schedules
- B. Demonstrate and train GMWs on operation of equipment, tools and techniques
- C. Acquaint employees with cleaning products and methods
- D. Exercise on the job leadership in project assignments so that work progresses as scheduled
- E. Keep records and requisition necessary supplies and equipment to maintain inventory
- F. Oversee maintenance and repair activities
- G. Complete requests made by immediate supervisor

Priority: A**Discretion: A****Percent of Time: 30****Essential Function: Yes****2. To provide cleaning and maintenance of various academic and resident 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
- F. replace light bulbs and fluorescent tubes
- G. move furniture and/or equipment within and between buildings
- H. Maintain all equipment and tools in proper working order
- I. Perform all minor maintenance work on equipment and buildings
- J. Assist with the set-up of special events
- K. Clean areas when other personnel are temporarily on sick leave or vacation
- L. Clean outside of building entrances, sweep, remove snow and ice, clean around trash compactors, empty trash containers and urns
- M. Maintain loading dock areas.

Priority: A**Discretion: A****Percent of Time: 40****Essential Function: Yes****3. To provide Supervisory direction to General Maintenance Worker (GMW) Student Workers while maintaining a good working relationship**

- A. Budget estimating for area of responsibility.
- B. Supervise personnel, including hiring, scheduling, attendance records, payroll, training and termination of GMW Student Workers
- C. Plan and assign work duties
- D. Demonstrate and train GMW Student Workers on operation of equipment, tools or techniques
- E. Train GMW Student Workers on proper use of cleaning products and safe cleaning methods
- F. Oversight and reporting of quality control for areas of responsibility.
- G. Exercise on the job leadership in scheduled project assignments so that work progresses as scheduled
- H. Keep records and requisition necessary supplies and equipment to maintain inventory
- I. Complete requests made by immediate supervisor

Priority: A**Discretion: A****Percent of Time: 30****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:

Direction and guidance is received from supervisor through oral and written communication. Employee to provide direction will use oral and written communication to General Maintenance Workers. The employee in this position has frequent contact with students and staff members of Winona State University.

KNOWLEDGES, SKILLS, AND ABILITIES:**Minimum Qualifications:**

- Knowledge of principles of supervision and lead work sufficient to plan, direct, provide training for, monitor and review the work of subordinates.
- Knowledge of different types of flooring sufficient to determine proper methods of maintenance.
- Knowledge of chemical cleaning agents 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 operate safely and to demonstrate effectively and make minor repairs or direct repairs.
- Ability to provide oral and written instructions sufficient to ensure that other General Maintenance and Student workers understand their assignments.
- Ability to keep records and perform clerical functions and math calculations sufficient to order supplies and complete inventories.
- Ability to read and understand written materials such as instruction manuals, and procedure and policy information.
- Ability to perform a variety of physical tasks, lift and carry materials weighing 40-60lbs (and occasionally more), and work in inclement weather conditions when necessary.

Preferred Qualifications:

Ability to work with department supervisor. Ability to keep records and perform clerical functions and math calculations sufficient to order supplies and complete inventories. Ability to make a cost analysis of the cleaning program. Must have knowledge of agency policies, procedures and terms of collective bargaining agreements. This position requires the direct supervision of up to twenty student workers. Direct supervision of the GMW Student Workers includes but is not limited to: hiring, scheduling, payroll, training, budget tracking and termination. This position requires excellent personal human relation skills and a mature manner to maintain harmonious, cooperative relationships with staff and students. The person in this position must have the ability to establish work priorities, have good organizational skills, and be flexible to accept interruptions. Good communication skills are essential to provide simple oral and written instructions sufficient to ensure that other maintenance workers understand their assignments and complete the in a timely manner. Skills in cleaning methods, choice of cleaning materials and proper use of equipment are essential. The employee in this position must have the ability to comply with all safety and health standards, rules, regulations, policies, and procedures.

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 be able to shovel snow and use snow blowers as needed. Must be able to lift 25 pounds on a daily basis and occasionally up to 50 pounds.

PROBLEM SOLVING:

The individual in this position must be able to assign work and determine work priorities. Concerns related to staff, students or scheduling is brought to the immediate supervisor. 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 employee in this position has the freedom to assign work to staff and student workers to meet maintenance needs during the work shift. If difficulties arise, employee will report to supervisor.