



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: February 1, 1994

Department: Physical Plant

Title: Building Attendant/Norris

Level: VI

FUNCTION

To perform daily routine cleaning operations and project cleaning in assigned areas of responsibility. To provide the necessary operational requirements for the set-up and take-down of equipment and fixtures for athletic events, community events, conferences, meetings and other special activities. To perform routine minor repairs to the building, equipment, fixtures and furniture.

To inform the Physical Plant Directors and Managers on the immediate condition of all assigned areas and make good practice of the following:

1. Performing all duties as assigned by the Physical Plant Directors and Supervisors.
2. Maintaining good relations with the public and staff.
3. Being trustworthy and practicing confidentiality.
4. Keeping ones appearance neat and well groomed.

SOURCE OF SUPERVISION

Athletic Complex Manager, Directors and Managers of the Physical Plant Department.

DIRECTION EXERCISED

Directs work of student helpers as assigned; may direct employees in a lower and higher classification on occasion.

DUTIES AND RESPONSIBILITIES

Uses the proper hand tools related to the cleaning, minor maintenance and repair and upkeep of the buildings and grounds in a safe and efficient manner to include but not limited to screwdrivers, pipe wrenches, pliers, drills, shovels, rakes, lawn mowers, etc.

Performs all safe work practices following prescribed chemical and equipment operation, storage and handling processes and procedures for personnel protection.

Follows prescribed work schedule and performs designated daily, weekly and project cleaning processes and procedures in all assigned areas.

Operates and provides for the maintenance and upkeep of all assigned custodial equipment with minimal supervision to include but not limited to vacuum cleaner, Roto, automatic floor machine, carpet extractor (belts, cords, brushes, switches, wheels, hoses, handles, screws, nuts, bolts, etc.).

Requisitions for needed equipment, supplies and repair parts maintaining the cleanliness, safety and security of the building and grounds at all times.

Performs all assigned operational requirements for the preparation, operation, and clean-up of student, faculty, staff, and community activities, conferences and hotel accommodations, special athletic and academic events.

Inspects daily, the physical condition of the building. Makes adjustments, minor corrective maintenance repairs and other maintenance functions necessary to preserve the building structure and equipment. Such duties will consist of, but are not limited to, the following:

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1. Minor Plumbing Maintenance and Repair (drain cleaning, faucet washers and gaskets, flushometer kit replacement, pipe and leaks, etc.)
2. Minor Electrical Maintenance and Repair (switch and outlet plate covers, light bulb and tube replacement, light fixture covers, extension cords, etc.)
3. Minor Furniture Maintenance and Repair (screws, bolts, casters, handles, glides, etc.)
4. Minor Structural Maintenance and Repair (doors, latches, closers, pictures, signs, windows, curtain rods, etc.)
5. Minor HVAC Maintenance and Repair (thermostat calibration, logging and record keeping, filter replacement, Fintube cleaning, etc.)

Prepares surfaces and applies paint to preserve surfaces of buildings, equipment and furnishings.

Prepares and submits work orders for corrective maintenance repairs that require the assistance of the technical trades group.

Inspects daily the exterior entrances, sidewalks and steps for snow accumulation and takes the necessary corrective action during the winter months.

Inspects and cleans daily the exterior entrances, sidewalks, steps and surrounding grounds area for debris and trash, reporting any discrepancies that require the assistance of the grounds department.

Performs turf care, tree, shrub and ground cover processes to include but not limited to mowing, watering, weeding, pruning, trimming, etc.)

Submits time records, absence sheets, vacation requests and other reports required by the Physical Plant Department and participates in the monthly inspections of the buildings and grounds.

Assists in receiving incoming shipments, moving fixtures and furniture and participates in the campus recycling program.

Performs other related duties as assigned, based on the needs of the University. Such work may include, among other assignments, being assigned to assist the Sports Utility Attendants in the operation of the ice arena, the swimming pool and other special projects and set-ups.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Approved: _____

Signature

Date: _____

Date: January 20, 1994 Department: Physical Plant

Title: Building Attendant/Norris Level: VI

JOB QUALIFICATIONS

Graduation from high school with a minimum of 2 years experience in the maintenance and upkeep of facilities related to custodial or housekeeping operations. Must have a minimum of one (1) year experience in the general maintenance and repair of buildings, equipment and grounds.

Must possess or have the ability to obtain a valid Michigan Driver's License, a telephone and have the ability to work variable shifts, weekends, and overtime as required. Must have an excellent working knowledge of facility cleaning processes, heavy and light cleaning equipment operation and repair, and safe working practices for chemicals and equipment. Must have the ability to coordinate and perform all set-up and take-down requirements for athletic and community events, student activities and conferences. Must have a good working knowledge of and have the ability to perform minor building and equipment repairs, and grounds care processes, the theory and operation of ice arenas and swimming pools with a willingness to obtain additional knowledge. Must have the ability to obtain Commercial Pesticide Applicator Certification as required by the State of Michigan.

Must have adequate health and physical condition to handle heavy manual tasks, ability to hear the conversational voice, or with a hearing aide as required; ability to speak and to be understood, under normal circumstances; full use of arms, hands, legs and feet or sufficient use of all limbs to accomplish assigned tasks; ability to lift and carry items weighing up to 80 lbs and the ability to climb ladders.

Must have the ability to work well on his/her own; ability to be trustworthy and maintain confidentiality; ability to read and follow written and oral directions, and to plan and work well independently or in large groups.

Department Head Signature

Date

Physical Job Requirements

Job Title Building Attendant/Norris Center **Department** Physical Plant

For activities that are performed in this position, give weight, size, percentage of time or frequency of the activity, or how many times per day/week/month it is performed, how many hours, and distance or heights involved, where each is applicable.

Key: M = Monthly; W = Weekly; D = Daily; AN = As Needed; UDS = Usually During Summer; N/A = Not Applicable or None

W	Climbing and/or standing on ladders	D	Activities requiring quick, repetitive movements (total body)
D	Climbing Stairs	D	Activities requiring quick, repetitive movements (hands only)
D	Reaching	D	Operating cleaning machines
D	Kneeling	M	Stripping and waxing floors
D	Bending/stooping	W	Operating floor buffer
D	Pushing/pulling	M	Shampooing carpets
D	Lifting/carrying up to 30 lb weights	D	Vacuuming carpets
W	Lifting/carrying over 30 lb weights 40 - 70 lbs. - equipment	M	Washing windows, on and off ladder
D	Being on feet all day (8-hour shift)	UDS	Loading and unloading supplies
N/A	Being seated all day	D	Mopping floors
D	Moving furniture/equipment	D	Sweeping with push brooms
AN	Shoveling	D	Dusting furniture
M	Scrubbing furniture	M	Operating hand tools
N/A	Driving vehicles	N/A	Driving heavy equipment
N/A	Operating shop machinery	N/A	Operating kitchen machinery
N/A	Eyes focused on computer screen		Other
N/A	Long hours of travel		Other
D	Walking (indoors, outdoors)		Other

Note: Setting up heavy equipment for sports is a large part of the job.