

# LAKE SUPERIOR STATE UNIVERSITY

## Classification Specification

<b>FLSA Designation</b> NEHU
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Date Issued: 07/15/2010

Department: Physical Plant

Title: Building Attendant II

Level: IV

### FUNCTION

To perform daily routine cleaning operations as assigned and project cleaning in assigned areas. To perform routine building inspection and do routine minor tasks and repairs to the building, equipment, fixtures and furniture. Report all needed corrective maintenance to the Physical Plant office.

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

1. Performing all duties as assigned by the Physical Plant Director and Managers.
2. Maintain good relation with the public and staff.
3. Being trustworthy and practicing confidentiality.
4. Keeping appearance neat and well groomed.

### SOURCE OF SUPERVISION

Custodial Operations Manager, Director and Physical Plant Managers

### DIRECTION EXERCISED

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

### DUTIES AND RESPONSIBILITIES

Uses the proper hand tools related to the cleaning, minor maintenance and upkeep of the building and grounds in a safe and efficient manner.

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

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.).

Prepare custodial supply requisitions for needed equipment, supplies and repair parts needed to maintain the cleanliness, safety and security of the building and grounds at all times.

Inspects daily, the physical condition of the buildings. Makes adjustments, performs minor maintenance and other maintenance functions necessary to preserve the building structure and equipment.

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

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

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

Assist other trades as needed for projects and corrective maintenance.

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

Performs other duties as assigned.

#### QUALIFICATIONS

Graduation from high school with a minimum of two (2) years experience in the maintenance and upkeep of facilities related to custodial or housekeeping operations and building maintenance.

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 a good working knowledge of and have the ability to perform minor building and equipment repairs with a willingness to obtain additional knowledge.

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.

**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: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature