

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

JOB TITLE: CUSTODIAN (pay grade 3A)
(First Shift)
DEPARTMENT: CAMPUS FACILITIES OPERATIONS
HOURLY RATE: \$14.67
EXEMPT (Y/N): NO
SUPERVISOR: MANAGER, BUILDING OPERATIONS

**AFSCME INTERNAL
POSTING ONLY
5/01/08 TO 5/07/08**

SUMMARY: Perform routine and special project custodial duties in classrooms, offices, laboratories, washrooms and other areas. Work is performed in accordance with instructions and schedules with results regularly inspected.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
Clean rooms, hallways, lobbies, lounges, rest rooms, corridors, stairways and other work areas.
Remove refuse; clean all types of floor, wall, and ceiling surfaces.
Use and maintain a variety of machines, tools, and equipment.
Typical duties include washing windows, dusting furniture, replacing washroom items, and cleaning washroom fixtures.
Maintain building entrances (i.e., remove snow, apply sand and salt, remove debris, etc.).
Responsible for cleaning, sanitation and safety in assigned areas.

SUPERVISORY RESPONSIBILITIES:
Functional supervision may be exercised over student assistants or other personnel as assigned.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

REQUIRED:

High School diploma, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
One year custodial or maintenance experience.

OTHER SKILLS AND ABILITIES

REQUIRED:

Demonstrated ability to follow instructions and perform work with minimum supervision.
Demonstrated ability to work harmoniously with students and staff in varying situations and in all areas when assigned.
Demonstrated ability to perform general maintenance tasks.
Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of students, faculty and staff.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to complete routine reports. Ability to effectively present information in one-on-one situations to customers or employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of problems in standardized situations. Ability to interpret a variety of instructions furnished in written or oral form.

CUSTODIAN – CAMPUS FACILITIES OPERATIONS

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk; talk and hear; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds; occasionally moving more than 100 pounds. Specific vision abilities required by this job include close, distance, peripheral, and color vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and extreme heat and cold.

The noise level in the work environment ranges from moderate to loud.