Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: □ NEW POSITION  ○ EXISTING POSITION

PART I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name
   Pittsburg State University
   128103

2. Employee Name (leave blank if position vacant)
   Custodial Specialist

3. Division
   Physical Plant

4. Section
   Custodial Services

5. Unit

6. Location (address where employee works)
   City Pittsburg  County Crawford

7. (check appropriate boxes)
   ☑ Full time   ☑ Perm.   ☑ Inter
   ☐ Part time   ☐ Temp.   ☑ %

8. Regular hours of work:
   FROM: 1:30 PM  TO: 10:00PM  Tuesday - Saturday

9. Position Number
   104-4511200

10. Budget Program Number

11. Present Class Title (if existing position)

12. Proposed Class Title

13. Allocation

14. Effective Date

15. By
   Approved

16. Audit
   Date:  By:
   Date:  By:

17. Position Reviews
   Date:  Data:
   Date:  Date:

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

   Name          Title          Position Number
   Jan Keith     Custodial Supervisor Sr.    1424

   Who evaluates the work of an incumbent in this position?

   Name          Title          Position Number
   Same

20. a) How much latitude is allowed employee in completing the work?  b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work?  c) State how and in what detail assignments are made.

   Once the training program is complete, work is generally performed under general supervision. Employees, working under general supervision, receive some verbal and written instructions with respect to the details of most assignments. Employees are free to develop their own work sequences within established procedures, methods, and policies. They are physically removed from their supervisor and subject only to periodic checks.
21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an actin verb); to whom or what is the action directed (object of action); why is the action being done (brief); how is the action being done (brief). For each task state: Who reviews it? How often? What is it reviewed for?

1. 40% Office, classroom and facilities maintenance: Vacuums, bonnets and extracts carpeted areas using automatic equipment. For instance, the use of an extraction unit that requires proper set-up in terms of chemical mix and mechanical adjustment to perform properly. Uses dust tool to clean tile floors. Wet mops stains and spots on tiled floors, using pail method and semi-automatic scrubbers that require knowledge, skill and ability to set-up. Empties trash, cleans containers and replaces liners (special care is required in research and lab areas to avoid needle pricks or chemical exposure, etc.). Certain locations in which this work is performed requires attention to bio-hazards and special chemical treatment of surfaces is required. Dusts furniture, blinds and other surfaces. Cleans glass, ledges, chalk, and dry marker boards. Replaces light bulbs.

2. 15% Restrooms/shower cleaning: Cleans and disinfects sinks, stools, urinals, sanitary napkin receptacles and trash containers. This work requires training in the treatment of floor, wall and other surfaces with regard to blood-borne pathogens. Cleans and polishes fixtures, wet mops floors, dusts and cleans all surfaces. Replaces soap and paper goods. Cleans floor drains and adds water weekly. Periodically scrubs walls and toilets. Proper safety gear is required and care must be exercised to not mix other chemicals or a reaction could occur.

3. 10% Hallways, stairways, elevators, entrances and exteriors: On resilient surfaces, dust mops, scrubs, and burnishes with both an automatic scrubber and burnisher. Wet mops spots and stains on tiled areas and floor mats. Spot cleans walls, doors, carpets, jam and kick plates. Washes windows and rails. Dusts and polishes surfaces. Removes unauthorized postings. Cleans fire extinguisher cases and check charges. Cleans display cases, commons area furniture and public telephones. Cleans exterior entranceways daily. Sweeps snow and ice from outside entrances. Checks and maintains exterior drains and dock areas and handicap ramps.

4. 10% Floor maintenance: Strips with automatic equipment, chemical detergent scrubs with like equipment in non-carpeted areas. Burnishes tile floors with automatic burnisher. Bonnets and deep extracts carpeted areas using mechanical extractors. Cleans and maintains specialty floors such as wood, cork, quarry tile etc. in high profile buildings. Improper use of equipment or chemicals can dull and/or permanently damage floor surfaces. Proper use of cleaning chemicals can dull and/or permanently damage floor surfaces. Proper use of cleaning chemicals is necessary to avoid potential bio-hazardous situations to the worker and occupants of the building.
5. 10% **Supplies, chemicals, and equipment maintenance:** Equipment used ranges from hand tools to sophisticated high-speed mechanical/electric burnisher, scrubbers, and dry/wet vacuums. It is necessary to clean and perform daily maintenance on all equipment. Maintains clean, organized and stocked supply closet. Reports equipment malfunctions to supervisor. Chemicals used are sometimes volatile and represent a wide range of disinfecting and cleaning jobs and applications. Staff must be knowledgeable concerning chemicals uses/purposes, mixes and safety issues. MSDS sheets are available for each chemical and staff must comprehend and rely on these sheets to avoid injury to self, others in the building, and/or costly equipment. Refer to section 26 for a list of equipment used by the department.

6. 15% **Related work:** Locks and unlocks building doors. Follows all safety policies regarding use of safety procedures and equipment. Performs related work as required, which may include but is not limited to assisting in other areas, with special university events and emergencies. Reports building repair needs, suspicious events to Pittsburg State University police and other user complaints to supervisor. Reports and turns in to appropriate persons all lost items. Raises and lowers flags in certain university buildings. Participates in training sessions and in-service classes. Participates in department staff meetings, and committees as assigned.
22a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others.
☐ Plans, staffs, evaluates, and directs work of employees of a work unit.
☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employees on this position.

<table>
<thead>
<tr>
<th>Title</th>
<th>Position Number</th>
</tr>
</thead>
</table>

23. Which statement best describes the results of error in action or decision of this employee?

☐ Minimal property damage, minor injury, minor disruption of the flow of work.
☐ Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
☐ Major program failure, major property loss, or serious injury or incapacitation.
☐ Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily service contacts are made with building users and visitors while performing duties. Most buildings experience high student usage while others are mainly administrative in nature. Some locations have high public visibility (art showing, music concerts, weddings, athletic events, etc.) and must maintain a high level of quality to promote the university's public service image.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Improper mixing and/or use of chemicals can create bio-hazardous conditions to self and others.
Inattentive to environment can lead to slips and falls on wet surfaces.
Use of high-speed equipment can cause strain and discomfort if used for prolonged periods of time.
Proper safety measures in student and research labs must be followed to avoid contact with chemicals and/or other biohazards.
Proper use of equipment is necessary to avoid electrical shock.
Daily tasks require lifting, twisting, pulling, pushing and bending, which can cause discomfort if not done properly.
Improper safety measures in the use of tall ladders.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Vacuums (upright, automatic, back pack), automatic sweeper, wet/dry vacuum, carpet extractor, floor polisher (175 rpm), high speed floor polishers, automatic scrubbers, sprayers, turbo blowers, pressure washer, wall behind floor machine, ride-on floor machine, window washing system, and wax application machine.
PART III - To be completed by department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Per State Specifications

Education or Training - Special or professional
Per State Specifications

Licenses, certificates and registrations
Per State Specifications

Special knowledge, skills and abilities
Per State Specifications

Experience - Length in years and kind
Per State Specifications

28. SPECIAL QUALIFICATIONS
State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Criminal background check is required.

PART IV - Organizational Chart (Please attach.) Indicate classification title and position number.

Signature of Employee                     Date

Signature of Supervisor                   Date

Signature of Personnel Officer           Date

Signature of Agency Head or Appointing Authority  Date