# 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.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>1.</strong> Agency Name</td>
<td><strong>9.</strong> Position Number</td>
<td><strong>10.</strong> Budget Program Number</td>
</tr>
<tr>
<td>Pittsburg State University</td>
<td>69224</td>
<td>104-4511200</td>
</tr>
<tr>
<td><strong>2.</strong> Employee Name (leave blank if position vacant)</td>
<td><strong>11.</strong> Present Class Title (if existing position)</td>
<td>Custodial Supervisor Senior</td>
</tr>
<tr>
<td><strong>3.</strong> Division</td>
<td><strong>12.</strong> Proposed Class Title</td>
<td></td>
</tr>
<tr>
<td>Physical Plant</td>
<td></td>
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</tr>
<tr>
<td><strong>4.</strong> Section</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodial Services</td>
<td></td>
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<tr>
<td><strong>5.</strong> Unit</td>
<td></td>
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<tr>
<td><strong>6.</strong> Location (address where employee works)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Pittsburg</td>
<td>County Crawford</td>
<td></td>
</tr>
<tr>
<td><strong>7.</strong> (check appropriate boxes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☒ Full time</td>
<td>☐ Perm.</td>
<td>☐ Inter</td>
</tr>
<tr>
<td>☐ Part time</td>
<td>☐ Temp.</td>
<td>%</td>
</tr>
<tr>
<td><strong>8.</strong> Regular hours of work:</td>
<td>FROM: 6:00 AM</td>
<td>TO: 2:30 PM</td>
</tr>
</tbody>
</table>

## PART II - To be completed by department head, personnel office or supervisor of the position

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.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Malle</td>
<td>Physical Plant Supervisor</td>
<td>54320</td>
</tr>
</tbody>
</table>

<p>| Who evaluates the work of an incumbent in this position? | | |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same</td>
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</table>

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.

Supervisory responsibilities for cleanliness of a particular building are stressed. Employee makes decision as to best time to clean an area and what materials to use. Employee does not make commitments for the agency. Errors would be corrected with little or no consequences in regard to operations. Work is inspected at least daily for results while in progress and/or upon completion. Employee moves freely in performing tasks. Special assignments for building are given to employee who, in turn, insures compliance with instructions by performing work or passing on tasks to custodial specialists. After an employee has been given a reasonable length of time to complete a work assignment, it is checked in detail to assure instructions were carried out. At least daily checks are made for results. Special assignments are checked in detail. Under general guidelines and policies, employee has considerable latitude in manner and method of work.
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 action verb); to whom or what is the action directed (object of action); why is the action being done (be brief); how is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

<table>
<thead>
<tr>
<th>Task #</th>
<th>Percent</th>
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<tbody>
<tr>
<td>1</td>
<td>40%</td>
</tr>
<tr>
<td>2</td>
<td>20%</td>
</tr>
<tr>
<td>3</td>
<td>20%</td>
</tr>
<tr>
<td>4</td>
<td>10%</td>
</tr>
<tr>
<td>5</td>
<td>10%</td>
</tr>
</tbody>
</table>

1. **40%** Supervise and participate in cleaning all assigned areas daily to include sweeping, mopping, and waxing offices; vacuum carpets, remove spots from carpets; dust furniture and equipment; clean classrooms, hallways, stairs, walls and offices.

2. **20%** Supervise condition of building and check for needed routine repairs, report all needed repairs to Physical Plant supervisors. Order on time, control inventory, and distribute all custodial supplies used in the building with no stockpiling. Supervise cleanliness of storage areas, lunch rooms, and equipment to assure neat and orderly organization. Supervise overall performance of co-workers to maintain effective and efficient use of resources. Help train employees. Check fire extinguishers periodically to assure readiness for use.

3. **20%** Supervise and participate in cleaning restrooms daily to include sweeping, mopping, and washing floors; clean mirrors and lavatories; scrub and disinfect stools and urinals; wash walls, clean fixtures, and replace supplies.

4. **10%** Assist in the replacement of light bulbs. Sweep or shovel sidewalks, wash windows, empty trash daily or as needed. Maintain responsibility in these areas.

5. **10%** Supervise and participate in performing simple maintenance tasks and varied other tasks 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.

Title  
Position Number  
Kansas Technology Center to include Custodial Specialists assigned to the building and student or temporary workers as needed.

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.

(a) Failure to insure cleanliness standards are met by subordinates.
(b) Failure to insure safety standards are met by subordinates.
(c) Failure to secure or insure security of property within the buildings.
(d) Failure to instruct and maintain equipment and preventative maintenance; failure can result in deterioration of property, equipment, and overall structure's appearance.
(e) Failure to properly train or instruct custodial workers can lead to poor performance of those employees.

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 showings, 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.

Inattention 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 bio-hazards.

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.

- Small hand tools - daily.
- Buffer (regular and high speed types) - weekly
- Vacuums - daily.
- Wet and dry vacuums - occasionally (as needed).
- Shampooers (foam type, bonnet, extraction) - 3 to 4 times annually.
- Ladders - daily.
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

Approved:

Signature of Personnel Officer  Date

Signature of Agency Head or Appointing Authority  Date