

**WESTERN MICHIGAN UNIVERSITY**

**TITLE: Building Projects Specialist**

**GRADE: M-4**

**FUNCTIONS AND RESPONSIBILITIES:**

This position provides custodial services to all areas of the University. This position receives work direction from the Supervisor, Managers, Associate Director, and the Director of Custodial Services.

The incumbent performs all work encompassed in the M-2 Custodian Job Description as well as the following Special Project work:

- Cleans and Maintains Interior and exterior structural features
- Power washing (sidewalks, retaining walls, stadium seating, and all other building structures)
- Outdoor window washing (using lifts and high pole systems)
- Event set-ups (tables and chairs, chalkboards, projector screens and other items)
- Floor Stripping, refinishing, sweeps, mops, scrubs buffing compounds, maintenance, and restoration (including floor grinding)
- High dusting (using lifts and other equipment)
- Light changing (including mass re-lamps)
- Cleans/spot cleans carpets, and upholstery
- Special and emergency requests for Custodial Services including spills, floods, and other problems

The incumbent may be required to change work shift with 48 hours notification, to work weekends, and/or to work individually or as a member of a crew.

**EQUIPMENT AND MATERIALS USED AND OPERATED:**

The incumbent uses all equipment and material encompassed in the M-2 Custodian Job Description as well as the following Special Project equipment:

- Articulating, Telescopic Boom, and Scissor lifts (Certification Required), scaffolds and ladders
- Floor grinding machines, mobile waxers, and floor machines
- Power Washers, low pressure steam cleaners, and high pressure sprayers
- Pole System window washers, window washers, brushes, and special squeegees
- Respirators (must be fit tested)
- Carpet cleaning machines, wet dry vacuums, and dry foam equipment

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Revised 1/16/24

- Operates a motor vehicle with hydraulic liftgate to transport equipment

In the absence of a lead person, this position maintains the level of supplies and submits supply/work orders and service requests. The incumbent maintains the custodial closets, supply closets and equipment in a neat, clean and orderly condition. This position performs all work in accordance with established safety practices and with instructions/training received from supervisory personnel. The incumbent must wear substantial shoes at all times; must wear safety goggles when pouring cleaning and stripping compounds and other chemicals; and must wear safety goggles and a hard hat when changing light bulbs and florescent tubes in ceiling and hanging fixtures. The incumbent must comply with all OSHA/MIOSHA rules and regulations governing the use and storage of cleaning compounds and other floor stripping/refinishing and custodial supplies and electrical equipment. The incumbent will be fitted for and will be required to use special safety equipment as directed by supervisory personnel. As directed by the Supervisor, the incumbent may provide work direction for student employees. This position performs additional duties as requested by supervisory personnel.

#### QUALIFICATIONS:

The incumbent must be able to read and comprehend written instructions, and printed or hand drawn diagrams and safety regulations governing the performance of job duties, and must be able to understand and comply with oral instructions. Sufficient writing ability to prepare and submit supply and work orders is required.

Possession of a valid Michigan driver's license is required for operation of any assigned vehicle used to transport tools, supplies, materials, and equipment between work sites.

In order to perform the essential functions of the job, the incumbent must be able to raise 50 lbs dead weight to a height of four (4) feet with or without mechanical assistance, and must be able to transport supplies and equipment weighing up to 50 lbs up and down stairs. The incumbent must be able to bear weight in a standing and kneeling position, and must be able to push/pull mechanical devices carrying loads up to 1,000 lbs a distance of 0.5 mile in order to move floor stripping and refinishing and custodial equipment and supplies from loading docks and supply closets to areas to be refinished/cleaned. Stripping and sealing floors and other floor maintenance and custodial tasks require the incumbent to descend to and ascend from floor level to a height of 48" (four feet) at least 250 times per day. The incumbent must be able to move, manipulate and maneuver equipment. The incumbent must be able to work above shoulder level for 3-4 hours per day while using window-washing equipment.

The incumbent must be able to ascend ladders to a height of twenty-five (25) feet, and must be able to change light bulbs and florescent tubes, clean light diffusers and wash walls and windows while positioned on a ladder at heights up to 25 feet. The incumbent must be able to move forward, backward and sideways while operating mechanical devices and self-propelled electrically powered equipment and while utilizing mops, brooms and other cleaning tools. The incumbent must be able to traverse a minimum distance of five (5) miles per day in the process of covering the assigned work area. The incumbent must be able to move backwards and forward while simultaneously looking upwards when operating window washing equipment.

The incumbent must be able to tolerate exposure to the full range of weather conditions, rain, snow, and both hot and cold temperatures. They will also follow guidelines for heat stress when notified of the conditions.

The incumbent will also participate in annual audiometric exams as a part of our hearing conservation program due to their exposure to the loud equipment they operate.

A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job and/or to identify the need for a reasonable job accommodation.