

WESTERN MICHIGAN UNIVERSITY

TITLE: Building Projects Specialist

GRADE: M - 4

FUNCTIONS:

This position provides heavy floor stripping and refinishing services to all areas of the University. This position receives work direction from the Supervisor, Assistant Manager and/or Manager of Building Custodial and Support Services.

This position refinishes and maintains floors and related surfaces in all University facilities, including auxiliary buildings, athletic facilities, instructional and administrative facilities, and all other University buildings and properties. The incumbent strips wood floors, cement floors, other floors and related horizontal and vertical surfaces. The incumbent utilizes chemical agents, wire screens, wire brushes, stripping pads and/or scraper plates, as appropriate for given flooring materials, to strip floors and related surfaces. This position seals and refinishes floors with urethane, epoxy, and/or water-based sealers and finishes. The incumbent cleans floors and related surfaces, using wet/dry vacuums, "square buff" floor machines, rotary floor machines, automotive scrubbers, low pressure steam machines and pressure washers. The incumbent may also operate sanders as required and as appropriate to the incumbent's training and experience.

An incumbent assigned to the recreation and athletics maintenance area employs approved cleaning chemicals/compounds and buffing machines to clean rink boards and cleans rink glass panels. The incumbent monitors gauges for ice temperature. This position measures depth with a drill and adjusts shave to maintain proper depth. The incumbent levels the ice and resurfaces the ice to maintain a smooth skating surface. The incumbent fills the ice resurfacing vehicle; drains and cleans the dump pit, in which ice/snow accumulates as the ice resurfacing vehicle exits the ice surface; and lubricates, maintains fluid levels in, and adjusts and changes blades of the ice resurfacing vehicle. This position drains and cleans the dump pit, using a shovel to remove snow and ice, and uses a broom to sweep debris, dirt, dust and other extraneous materials from the ice resurfacing vehicle area. The incumbent inspects bleachers/benches in the ice arena, spectator and pool areas, to ensure that seats are properly fastened to seat backs and benches are properly secured to concrete floors. This position utilizes manual hydraulic jacks to move portable bleacher sections weighing in excess of 2,000 lbs each distances of 400'-500' as often as 12 times per day to accommodate events in the field house.

This position is dispatched in response to special and emergency requests for building custodial and support services, including requests to set up and/or dismantle furniture and fixtures for commencement exercises, conferences, receptions and athletic contests, and to contain/remove/post clean floods, spills and other problems. The incumbent operates a motor vehicle with hydraulic lift gate to transport supplies and equipment between work sites/assignments.

The incumbent cleans and maintains structures, fixtures and furnishings in assigned University buildings and cleans and maintains building exteriors and associated structural features including porches, stairways, walkways and loading docks. This position cleans and maintains floors and floor coverings, including rugs and carpeting. The incumbent sweeps, mops, scrubs, strips, seals and refinishes floors, and applies sealers, finishes, buffing compounds and burnishers. In order to clean and maintain floors, the incumbent operates floor cleaning/maintenance equipment, including floor machines, high speed burnishers, automatic floor scrubbers, baseboard scrubbers, wet/dry vacuums, pressure washers, low pressure steam cleaners, and mobile waxers. This position surface cleans carpeting, using a floor machine and bonnet, wet/dry vacuum, or dry foam equipment. The incumbent cleans/spots carpeting and upholstery. This position also cleans loading docks and hangar floors.

The incumbent performs complete cleaning and disinfecting of all rest rooms, showers and kitchen areas. This position cleans fireplaces and removes and replaces shower curtains and drapes. The incumbent dusts, cleans and polishes all furniture and fixtures, and cleans ashtrays, mirrors and showcases. This position changes light bulbs and florescent tubes in all areas, collects trash from all areas and disposes of collected materials in appropriate refuse containers.

The incumbent washes walls and windows inside and out, employing such equipment as high pressure sprayers, window washers, brushes, special squeegees, scaffolds and ladders of heights up to 25 feet. This position removes snow and ice from porches, verandas, walks and steps as directed by supervisory personnel, using appropriate tools and equipment, including snow shovels, snow blowers, and ice spuds.

The incumbent performs daily maid services in guest rooms and prepares guest and student rooms for conferences. This position assembles and arranges furniture and equipment, including tables, chairs, chalkboards, projector screens and other items, as required for conferences, meetings, banquets and other events. The incumbent assembles and arranges said items in accordance with printed or hand drawn diagrams and/or oral or written instructions.

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. The incumbent may be required to change work shift with 24 hours notification, to work weekends, and/or to work individually or as a member of a crew.

QUALIFICATIONS:

The incumbent must be able to read and comprehend written instructions 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 and/or to operate ice resurfacing vehicles.

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.

An incumbent assigned to the recreation and athletics maintenance area must be able to raise propane tanks weighing 25 lbs each to a height of 4.5 feet (54 inches) to fuel the ice resurfacing vehicles and must be able to fill the resurfacing vehicle water tanks located 60 inches from floor level with 20 gallons of water at a temperature of 1400 F. The incumbent must be able to steer the ice resurfacing vehicle while simultaneously controlling switches and pumping the ice clearing mechanism. The incumbent must be able to move bleacher sections distances up to 500' with the assistance of other crew members as often as 12 times per day.

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; to temperatures ranging from 00F to 1000 F; to propane fumes from ice resurfacing vehicle fuel tanks and chlorine fumes emanating from the location of ice temperature gauges; to fumes from cleaning chemicals, finishes, sealers and other compounds; and to dirt, mildew and dust. The incumbent must be able to enter and maneuver in restricted spaces to maintain the undercarriage of ice resurfacing vehicles and change blades in the ice conditioner assembly.

In order to obtain a valid Michigan commercial driver's license, the incumbent must possess 20/40 vision with or without corrective lenses. The incumbent must be able to properly level and groom an ice surface.

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.