

WESTERN MICHIGAN UNIVERSITY

TITLE: Campus-wide Custodian

GRADE: M - 3.5

FUNCTIONS:

This position is dispatched by the Building Custodial and Support Services Office in response to requests for emergency assistance in containing/removing/post-cleaning of floods, spills, body waste, broken glass and in other situations requiring emergency service. The incumbent is dispatched to all areas of University campus, to the University's airport facilities, and to other off-campus sites, by the Manager, Assistant Managers and/or Supervisor. This position determines the priority of competing and/or conflicting service calls in the absence of specific information from the Office, determines the type and thoroughness of service required, and estimates the time required to perform the service.

This position delivers custodial equipment and supplies to/picks up equipment and supplies from all buildings. The incumbent operates a motor vehicle for pickup and delivery of supplies and equipment, and on-loads and off-loads said supplies and equipment to/from the vehicle. This position loads/unloads equipment and supply containers weighing up to 125 lbs unassisted and moves equipment and supplies with or without the assistance of mechanical devices such as dollies and hand trucks to storage closets and/or areas to be cleaned. As appropriate, this position may coordinate the work of other custodians and direct the work of student employees.

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 hanger 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 windows inside and out, employing such equipment as high pressure sprayers, window washers, brushes and squeegees. 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 and snow blowers.

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 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 custodial supplies and electrical equipment. The incumbent complies with all appropriate sanitation and infection control procedures in the removal and post-cleaning of human waste. 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 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, as is possession of a valid Michigan commercial driver's license.

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 six (6) 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 move mechanical devices carrying loads up to 1,000 lbs a distance of 0.5 mile in order to move custodial equipment and supplies from loading docks and supply closets to areas to be cleaned. Emptying trash receptacles, sweeping and dusting require the incumbent to descend to/ascend from floor level to a height of 48" (four feet) at least 150 times per day. The incumbent must be able to move, manipulate and maneuver equipment. The incumbent must be able to enter/exit a minivan or standard sized van at a height of 18" above the ground up to 100 times per day in order to make deliveries to/pick up supplies and equipment from all buildings on campus as well as from vendors, and to move between emergency service and other work assignments.

The incumbent must be able to ascend ladders to a height of twenty (20) feet, and must be able to change light bulbs and florescent tubes, clean light diffuser and wash walls and windows while positioned on a ladder at heights up to 20 feet. The incumbent must be able to move forward and backward 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 tolerate exposure to the full range of weather conditions, as well as exposure to fumes from cleaning chemicals, finishes, sealers and other compounds, and to dirt, mildew and dust. In order to obtain a valid Michigan driver's license, the incumbent must possess 20/40 vision with or without corrective lenses.

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.