

WESTERN MICHIGAN UNIVERSITY

TITLE: Carpet Cleaner

GRADE: M - 4

FUNCTIONS:

This position provides carpet and upholstery cleaning and maintenance services to all areas of the University. This position receives work direction from the Supervisor, Projects Supervisor, Assistant Manager and/or Manager of Building Custodial and Support Services.

The incumbent shampoos, extracts and/or removes stains from upholstery and carpeting in all University facilities. The incumbent operates vacuum cleaners, wet/dry vacuum cleaners, pile lifters, carpet and fabric shampooers, and self-propelled and manually propelled carpet extractors. This position identifies gum, tar and other foreign substances embedded in carpeting and fabric and utilizes spot removing kits to remove these and other stains. The incumbent uses spot dyeing kits to repair spotted areas.

This position operates a motor vehicle with hydraulic lift gate in order to transport equipment and supplies to work sites throughout the University campus, and on-loads and off-loads said equipment and supplies to/from the vehicle. The incumbent loads and unloads equipment and supply containers weighing up to 70 lbs. unassisted and uses mechanical devices such as dollies and hand trucks to move equipment and supplies to cleaning sites. The incumbent monitors the level of supply and equipment inventories, orders supplies and prepares and submits equipment repair requests as necessary. This position removes furniture prior to cleaning assigned areas and replaces furniture after completing the cleaning process. The incumbent may provide work direction for M - 3.5 Carpet Trainees.

The incumbent maintains the 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, and must wear safety goggles when pouring cleaning compounds and other chemicals. The incumbent must comply with all OSHA/MIOSHA rules and regulations governing the use and storage of spot removers, cleaning compounds and other supplies and electrical equipment. 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, work and/or service 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 70 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 70 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 carpet cleaning equipment and supplies from loading docks and supply closets to areas to be cleaned. The incumbent must be able to move, manipulate and maneuver equipment. The incumbent must be able to enter/exit a high-cube, minivan or standard sized van at a height of 18" above the ground up to 20 times per day in order to transport supplies and equipment between work assignments.

The incumbent must be able to move forward, backward and sideways while operating mechanical devices and self-propelled electrically powered equipment and while utilizing 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. Spotting, dyeing and performing other carpet cleaning and maintenance tasks require the incumbent to descend to and ascend from floor level to heights of 12" to 18" at least 200 times per day, and to work at floor level for periods of 1.5 hours or more.

The incumbent must be able to tolerate exposure to the full range of weather conditions, as well as exposure to fumes from cleaning chemicals, shampoos, dyes, spot removers and other compounds, and to dirt, mildew and dust. 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 accurately distinguish colors and shades of colors in order to clean spots and utilize dyeing kits.

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.