

Western Michigan University

Title: Floor Tech

Grade: M-3

Functions and responsibilities:

This position provides custodial services to all areas of the University. This position receives work direction from the supervisor, assistant manager, manager, associate director, and director of Custodial Services.

In addition to being able to perform the tasks, duties and functions of the M-2 custodian, as directed, the M-3 Floor Technician's main focus and purpose is restorative floorwork which includes stripping, grinding and polishing in assigned University buildings on floor surfaces including stairs, steps and landing areas.

Functions of this position include:

- Cleaning, maintaining, and restoring of floors - sweeping, vacuuming, mopping, scrubbing, burnishing, stripping, grinding, polishing, honing
- Use of floor stripping chemicals
- Application of floor sealers, floor finishes and floor protectants (not including epoxy)
- Floor types include: asbestos, resilient, luxury vtile, vinyl composite, concrete, terrazzo, masonry brick, other stone surfaces, ceramic tile
- The incumbent will be trained in the proper use of diamond abrasives for polishing and grinding

Additional equipment used and operated, beyond that specified for M-2 custodians:

- Diamond based abrasive pads and discs
- Stripping pads
- Grinding plates
- Hand grinders
- Motor vehicles
- Vehicle lift gates, used to transport equipment and supplies

This position performs activities and uses equipment in accordance with established safety practices, departmentally accepted procedures and with instructions/training from supervisory personnel. The incumbent must wear substantial shoes at all times; must wear safety glasses when pouring cleaning compounds, liquids and other chemicals. The incumbent must comply with all OSHA/MiOSHA rules and regulations governing the use, transport and storage of cleaning compounds, chemicals and other custodial supplies and electrical equipment. The incumbent will be required to wear and use safety equipment as directed by supervisory personnel. The incumbent may provide work direction for student employees. The incumbent may be required to work individually or as a member of a crew. This position performs additional duties as requested by supervisory personnel.

Qualifications:

In order to perform the essential functions of the job, the incumbent must be able to perform the following:

- Read, comprehend and comply with oral/written instructions and safety regulations governing the performance of job duties
- Have writing ability sufficient enough to prepare and submit supply and work orders and service requests
- Raise 50 lbs. dead weight to a height of four (4) feet up to 5 times in a row
- Must be able to transport supplies and equipment weighting up to 50 lbs. up and down stairs
- Move mechanical devices carrying loads up to 1,000 lbs. a distance of .5 miles in order to transport custodial equipment and supplies
- Descent and ascend from floor level to a standing position up to 250 times a per day
- Ascend ladders to a height of twenty (20) feet and to change lights, clean diffusers and wash walls and windows while positioned on a ladder at heights up to twenty (20) feet
- Move forward and backward while operating mechanical devices and self-propelled powered equipment and utilizing mops, brooms and other cleaning tools
- Traverse a minimum distance of five (5) miles per day
- Tolerate exposure to the full range of weather conditions- heat, cold, rain, snow, wind
- Tolerate exposure to fumes from cleaning chemicals, finishes, sealers and other compounds as well as dust, dirt, and mildew
- Be comfortable in a team environment relying on others to completed their assignment while the incumbent completes their own, including proper communication related to serving the needs of the customer and distribution of work among the team
- Use technology and software designated by the department- for accessing and utilizing email and other electronic communication, and including but not limited to, performing cleaning audits, closet inspections and accessing task sheets and work routes, generating and closing out work orders; accessing the University's online portal related to HR and employee self-service; performing online training as directed by the department and University
- Pass a physical examination. 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 identify the need for reasonable job accommodation.
- Possession of a valid Michigan driver's license is required