

**MICHIGAN TECHNOLOGICAL UNIVERSITY  
CLASSIFICATION DESCRIPTION**

**JOB TITLE:** CUSTODIAN (pay grade 3A or3C)  
(1<sup>st</sup> Shift; regular, twelve month, full-time)  
**DEPARTMENT:** HOUSING FACILITIES  
**HOURLY RATE:** 3C – \$13.49, 3A – \$15.33  
**EXEMPT (Y/N):** NO  
**SUPERVISOR:** MANAGER, HOUSING FACILITIES

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**AFSCME INTERNAL  
POSTING ONLY  
11/04/09 TO 11/10/09**

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**SUMMARY:** Responsible for the performance of routine and special custodial duties in facilities and grounds as assigned. Work is performed in accordance with instructions and schedules provided, with results regularly inspected. Provide excellent customer service to a wide variety of internal and external customers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.  
Sweep, mop, clean, vacuum, wax and buff various types of floor surfaces.  
Clean and maintain as clean, all meeting and conference rooms, hallways, lobbies, lounges, rest rooms, offices, stairwells and other public and work areas.  
Clean washroom floors, walls and fixtures. Replenish washroom soap, paper and vending products.  
Maintain a clean, sanitary, and safe work area and ensure a safe environment throughout the facility. Remove garbage, paper and recycling.  
Clean all types of wall and ceiling surfaces.  
Use and maintain a variety of cleaning and maintenance machines, tools and equipment.  
Wash windows, clean furniture, dust windowsills and ledges and clean fixtures.  
Maintain building entrances according to conditions by removing snow and ice, applying sand and salt, and removing debris.  
Adhere to current uniform policy.  
Participate in any training necessary to accommodate changes in operation which directly affects regular assigned duties.

**SUPERVISORY RESPONSIBILITIES:**

Functional supervision may be exercised over student assistants or other personnel as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

**REQUIRED:**

High school diploma, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.  
One year custodial experience.

**OTHER SKILLS AND ABILITIES**

**REQUIRED:**

Excellent communication, customer service and interpersonal skills.  
Demonstrated ability to follow instructions and perform work with minimum supervision.  
Demonstrated ability to work harmoniously with clients, students and staff in varying situations and in all areas when assigned.  
Demonstrated ability to maintain a clean and safe facility.  
Demonstrated ability to perform general maintenance tasks.  
Possess a valid Michigan driver's license and meet Michigan Tech University's vehicle use requirements.  
Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of students, faculty and staff.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to complete routine reports. Ability to effectively present information in one-on-one situations to customers or employees.

## CUSTODIAN – HOUSING FACILITIES

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of problems in standardized situations. Ability to interpret a variety of instructions furnished in written or oral form.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk; talk or hear; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, peripheral and color vision; depth perception; and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may frequently be exposed to wet, humid conditions (non-weather), fumes or airborne particles, toxic or caustic chemicals and extreme heat and cold.

The noise level in the work environment ranges from moderate to loud.

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, Gender Identity, National Origin, Height, Weight, Age or Marital Status.

November 4, 2009