

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and Incumbents are responsible for the completion of this form.

CHECK ONE:  NEW POSITION  EXISTING POSITION  
(allocated)

## PART I - Position Information. Items 1 through 12 to be completed by department

1. Agency Name: Kansas State University  
9. Position Number: W0007094  
10. Department ID: 36700 60020-60170

2. Employee Name (leave blank if position vacant)  
11. Present Class Title (if existing position): Custodial Supervisor Senior

3. Division: Vice President for Administration & Finance  
12. Proposed Class Title: Custodial Specialist

4. Section: Division of Facilities

5. Unit: Facilities Services / Custodial, Sports Complex

6. Location (address where employee works)  
City: Manhattan County: Riley

7. Type of Appointment (Circle)  
Full time Part time 100%  
School:  
Limited Term ending date (if applicable):

8. Regular hours of work: (enter appropriate time)  
FROM: 3:00 p.m. TO: 11:50 p.m.

H U M A N  R E S O U R C E S	13. Allocation	<i>Custodial Specialist</i>	
	Supervisory Status: yes / no	FLSA Code: <u>nonexempt</u> / exempt	
	14. Effective Date:	<i>11/6/08</i>	
	15. By: <i>PM</i>	Approved: <i>KSJ</i>	
	16. Audit(s):	Date:	By:
		Date:	By:
	17. Position Review(s)	Date:	Date:
		Date:	Date:
		Date:	Date:
		Date:	Date:
		Date:	Date:
		Date:	Date:
		Date:	Date:

## PART II - Organizational Information. To be completed by department head or supervisor of the position

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)  
This position exists to provide routine cleaning services to campus buildings to provide a clean and safe environment for students, faculty, staff, and visitors.  
b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.  
Reallocation is being requested to utilize a vacant supervisor position for use as a custodial specialist.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)  
Name: Michael Stoddard Title: Custodial Manager Position Number: W0006771  
List other individuals who may provide input for evaluation purposes.  
Name: Renee Leask Title: Physical Plant Supervisor Senior Position Number: W0006837

20. a) How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.  
Once training program is complete, work is generally performed under the supervision of the complex supervisor. Assignments are typically given verbally. Some latitude is given in the selection of tools, materials, and techniques.

21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties:)

What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); \*how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.

\*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

No. % E or M

- 1 40% E Office, classroom, and facilities maintenance: Vacuum, bonnet, and extract carpeted areas using automated equipment, for instance, the use of an extraction unit that requires proper set-up in terms of chemical mix and mechanical adjustment to perform properly. Use dust tool to clean tile floors. Wet mop stains and spots on tiled floors, using pail method and semi-automatic scrubbers that require knowledge, skill, and ability to set up. Empty trash (special care required in research and lab areas to avoid needle pricks or chemical exposure, etc.), clean containers, and replace liners. Certain locations in which this work is performed require attention to bio-hazards and special chemical treatment of surfaces. Dust furniture, blinds, and other surfaces. Clean glass, ledges, and chalk and dry-marker boards. Empty recycling containers and take material to ground floor central recycling area. Change light bulbs as required in assigned area.
- 2 15% E Restrooms: Clean and disinfect sinks, stools, urinals, sanitary napkin receptacles, and trash containers. This work requires training in the treatment of floor, wall, and other surfaces with regard to blood-borne pathogens. Clean and polish fixtures, wet mop floors, dust and clean all surfaces. Replace soap and paper goods. Clean floor drains and add water weekly. Periodically scrub walls and detergent scrub floors with semi-automatic scrubbing equipment. Acid treatments are used to clean urinals and toilets. Proper safety gear is required and care must be exercised to not mix other chemicals or a reaction could occur.
- 3 10% E Hallways, stairways, elevators, entrances, and exteriors: On resilient surfaces, dust mop, scrub, and burnish with both an automatic scrubber and burnisher. Wet mop spots and stains on tiled areas and floor mats. Spot clean walls, doors, carpets, jambs, and kickplates. Wash windows and rails. Dust and polish surfaces. Clean display cases, commons area furniture, and public telephones. Clean exterior entrance ways and handicap ramps daily. Sweep, shovel, or treat snow and ice.
- 4 10% E Floor maintenance: Strip with automatic equipment or chemical detergent scrubs with like equipment in non-carpeted areas. Burnish tile floors with automatic burnishers. Bonnet and deep extract carpeted areas using mechanical extractors. Clean and maintain specialty floors such as wood, quarry tile, etc., in high profile buildings. Improper use of equipment or chemicals can dull and/or permanently damage floor surfaces. Proper use of cleaning chemicals is necessary to avoid potential bio-hazardous situations to the worker and occupants of the building.
- 5 10% E Supplies, chemicals, and equipment maintenance: Equipment used ranges from hand tools to sophisticated high speed mechanical/electrical burnisher, scrubbers, and dry/wet vacuums. It is necessary to clean and perform daily maintenance on all equipment. Maintain clean, organized, and stocked custodial closet. Report equipment malfunctions to supervisor. Chemicals used are sometimes volatile and represent a wide range of disinfecting and cleaning jobs and applications. Staff must be knowledgeable concerning chemical uses/purposes, mixes, and safety issues. MSDS sheets are available for each chemical and staff must comprehend and rely on those sheets to avoid injury to self, others in the building, and/or costly equipment.
- 6 15% M Related work: Follow all safety policies regarding use of safety procedures and equipment. Perform related work as required which may include, but is not limited to, assisting in other areas with special university events and emergencies. Report building repair needs, suspicious events, and other user complaints to supervisor. Participate in training sessions and in-service classes. Participate in department staff meetings and committees as assigned. Maintain a harmonious work relationship with co-workers.

All work is formally inspected by the supervisor on a bi-weekly basis for results and compliance with safety procedures.

22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- Lead worker: Assigns, trains, schedules, or oversees work of others.
  - Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.
  - Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.
- b) List the class titles and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
None	

23. Which statement best describes the results of error in action or decision of this employee?
- Minimal property damage, minor injury, minor disruption of the flow of work.
  - Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
  - Major program failure, major property loss, or serious injury or incapacitation.
  - Loss of life, disruption of operations of a major agency.
- Please give examples and describe consequences of action.

The custodian must be aware of and responsible for the proper and safe usage of industrial cleaning chemicals. If an area is not properly cleaned and/or maintained, the employee could very easily damage thousands of dollars of university and/or state property. Cleaning chemicals which contain ammonia and other caustic substances, if used incorrectly, can cause health problems for faculty, staff, students, or visitors to campus buildings. Improper use of floor finishing chemicals can result in slick, hazardous floors which might cause pedestrians to slip and fall. Large powered rotary floor machines are used around faculty, staff, and students and can cause injury if improperly used, as well as damage to flooring.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position is in constant contact with the public (students, faculty, administrators, etc) during routine cleaning tasks. Because of constant contact with the public, the employee is expected to report to duty in clean clothing and take steps to ensure that he/she is not offensive to anyone he/she encounters. The use of uniforms is required.

25. a) What hazards, risks, or discomforts exist on the job or in the work environment?

Caustic, noxious chemicals are used in cleaning and in applying and preserving floor finishes. Dust is present during almost all cleaning. Employees are required to remove snow and ice from entry ways and use powered rotary floor machines ranging in size from 13" to 23" and running from 150 r.p.m. to 2,000 r.p.m. and can be difficult to manipulate.

- b) Describe any methods, techniques, procedures, or equipment that must be used to ensure safety for equipment, employees, clients, and others.

Safety training is provided and continually stressed; goggles are required when using chemicals and buffers; and other safety related equipment is provided as needed.

---

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

DAILY

Upright vacuums  
Auto floor scrubbers

WEEKLY

Ultra high-speed burnishers

MONTHLY

Low-speed buffers  
Pressure washers  
Wet/Dry vacuum  
Carpet extractors

AS REQUIRED

6 foot step ladder

---

**PART III - Education, Experience, and Physical Requirements Information**

---

27. **MINIMUM REQUIREMENTS** as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29.)

None required.

---

28. **NECESSARY SPECIAL REQUIREMENTS**

a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.

None required.

b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Moderate physical exertion is required to transport equipment associated with the position, often involving items weighing up to 50 pounds, unassisted, on a repetitive basis, daily. Must be able to stand the strain of working long hours at custodial tasks and work inside and outside under varying work and climatic conditions.

---

29. **PREFERRED QUALIFICATIONS AND SKILLS**

a) List preferred education or experience that may be used to screen applicants.

Prefer experience performing custodial tasks in a commercial setting requiring specific sanitation procedures.

b) List preferred special knowledge, skills and abilities.

Must be able to learn the operation of a wide variety of commercial janitorial equipment and understand/follow explicit instructions in English, both in oral and written form.

---

30. **BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)**

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).

---