

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: W0011186
10. Department ID: 36700 60180

2. Employee Name (leave blank if position vacant): Becky Estes
11. Present Class Title (if existing position): Custodial Specialist

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

4. Section: Division of Facilities

5. Unit: Building Maintenance/Vet Med 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):

H U M A N R E S O U R C E S	13. Allocation	<i>Custodial Specialist</i>	
	Supervisory Status: yes / <input checked="" type="radio"/> no	FLSA Code: <input checked="" type="radio"/> nonexempt / <input type="radio"/> exempt	
	14. Effective Date:	<i>11/29/13</i>	
	15. By: <i>BB</i>	Approved: <i>AV</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:

8. Regular hours of work: (enter appropriate time)
FROM: 3:30 PM TO: 12:00 AM (MIDNIGHT)

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 cleaning and sanitation in the various areas at the Vet Med Complex at KSU.
- 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.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)

Name	Title	Position Number
Janice Dirckx	Custodial Supervisor	W0011192

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number
Dennis Ahlvers	Physical Plant Supervisor Senior	W0011167

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.

- a) Employee will be allowed some latitude in completing routine assignments without continual checks. Any area needing additional attention must be reported to the immediate supervisor. Unsanitary areas cannot be accepted in certain areas of the clinic building.
- b) The immediate supervisor will provide training and oral instructions on areas to be cleaned and on cleaning agents and equipment to be used in the areas.

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 55% E Clean surgery, surgery recovery, and pre-surgery induction stalls in large animal hospital with high pressure hot water, sanitize all of these areas including the walls, inside windows, doors, and floor drains in the large animal surgical theater, except surgical equipment with a sanitizing agent that is requested by the surgical personnel in order to maintain a good report when they are inspected for accreditation with the American Animal Hospital Association. The floor mats that are used for injury protection in the induction stalls and recovery stalls must be cleaned, sanitized, and hung on special drying racks and then returned to the floor when dry. It is requested by surgical personnel that the employees be dressed in surgical attire to perform part of the functions that need to be done in the surgical areas. Clean large animal examining rooms, laboratories not restricted to admittance, and any other areas in the multi-building complex by mopping with sanitizing agents, electric floor sweepers, scrubbing machines, and other custodial equipment. Special instructions will be given for the proper handling of the equipment and special needs in the surgical areas to meet accreditation requirements for the hospital.
- 2 25% E Clean large animal staging and minor surgery areas for outpatient animals with high pressure hot water and sanitize with a sanitizing agent. These areas are located inside the building and areas outside that the employee will be exposed to are extreme hot and cold conditions. The hallways in the large animal inpatient holding areas, including floor drains, must be kept clean by sweeping hay and fecal matter, washing away blood, scrubbing and sanitizing.
- 3 10% E Clean and sanitize areas of the multi-building complex by cleaning halls, lobbies, and waiting rooms by wet and dry mopping and sanitizing areas as needed. Clean and sanitize restrooms and replenish supplies. Clean offices, conference rooms, and lecture halls by emptying wastebaskets, sweeping, mopping, vacuuming, stripping, sealing, waxing, and burnishing of floors.
- 4 5% E Clean research and teaching laboratories that do not have restricted admittance. The employee will get special instructions from the supervisor or the laboratory occupants as to any special safety, cleaning procedures, and guidelines that are required for each laboratory the employee is assigned to maintain.
- 5 5% M Request supplies in writing from supervisor. Perform other custodial duties in the Veterinary Medicine Complex as may be required by immediate supervisor.

All tasks are performed utilizing a wide variety of knowledge of specialized cleaning/sanitation as required in a hospital environment. Tasks are reviewed in progress and for satisfactory results daily by the supervisor.

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.

Lack of proper cleaning and sanitizing could cause health problems for large animals being treated in the areas, research experiments to fail, and educational areas to be unusable.

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

Contact will be made with medical personnel, professors, staff, and students in the complex during duty hours as the employee enters surgical areas, offices, and laboratories.

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

High speed equipment, various chemicals used to clean/sanitize, unpleasant odors, working around large animals, performing physical exertion for extended periods, and working outside using water, in extreme cold, to clean up large animal blood and fecal matter..

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 stressed, breaks are provided, and assistance is available to minimize injury when moving heavy objects. Safety equipment (i.e. goggles, gloves, etc.) is provided, as needed.

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

DAILY

Advance 2800 Floor Scrubbing Machine
Advance Wet/Dry Vacuum Cleaner
OREK Vacuum Sweeper (Big Foot)
Trucker Window Washing Equipment
Advance 2000 Floor Burnisher

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).

Considerable physical exertion is required to utilize and transport equipment associated with the position often requiring ^{transport} lifting of items in excess of 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 hospital environment or 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).