

# 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: **W0042588**  
10. Department ID: 3670050030

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

3. Division: National Ag Biosecurity Center (NABC)  
12. Proposed Class Title: ~~GMRT~~ Custodial Specialist

4. Section: Biosecurity Research Institute (BRI)

5. Unit

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

7. Type of Appointment (Circle)

Full Time Part Time 100%  
School Employee

Limited Term ending date (if applicable): 12/1/09

8. Regular hours of work: (enter appropriate time)  
FROM: 8 AM/PM TO: 5 AM/PM

H	13. Allocation	Custodial Specialist
U	Supervisory Status:	yes <input checked="" type="checkbox"/> no <input type="checkbox"/>
M	FLSA CODE:	nonexempt/exempt
A		
N		
R	14. Effective Date:	11/31/08
E	15. By:	BM
S	Approved:	DM
O	16. Audit(s)	
U	Date:	By:
R	Date:	By:
C	17. Position Review(s)	
E	Date:	Date:
S	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.)

To provide custodial and maintenance services for the Biosecurity Research Institute for a clean safe & efficient work place.

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 Clifford Williams Title Custodial Supervisor Position Number W0000002469  
120412 BM

List other individuals who may provide input for evaluation purposes.

Name Tom McCoy Title Facility Engineer Position Number W0041547

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). The incumbent has moderate latitude for custodial and work scheduling of tasks. There is frequent supervisory oversight and direction for work assignments and priority through staff meetings and direct communication. Incumbent completes work through a combination of scheduling, priority management, self direction, program needs, and workload management.

b). Assignments are most often described according to the desired outcomes, with the incumbent having limited freedom to organize and structure the tasks for most effective use of time. Instructions are provided in written and verbal formats.

c). Assignments are normally given with deadlines, with the incumbent having limited freedom to develop own work plan, to set priorities, and responsibility to meet the deadlines established. Incumbent is expected to function independently within scope of the position and responsibilities, staying informed on methods and guidelines for project completion. Necessary information may be obtained from experience, training, the Policy and Procedure Manual, and other such regulatory publications or through contacts in various governmental or university offices. The incumbent is expected to initiate necessary contact and to gather necessary information for analysis and reports.

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  
50% E

Custodial Worker: The work is performed in a Biosecurity Research Institute where many spaces are restricted or off limits and must be cleaned and maintained in accordance with established policies for the facility type. Cleans, disinfects, refinishes and performs minor maintenance to floors (carpeted & tiled), walls, ceilings & windows in restrooms, offices, laboratory and instructional spaces. Collects and discards trash. Significant square footage is dedicated to laboratory support systems and requires areas to be free of dirt and debris. Clearing of snow and ice from the main walkway is also required. Employee will use various and standard custodial equipment. There will also be some minor repairs, painting, spot cleaning of carpets, changing light bulbs, door adjusting, etc. Cleaning and disinfecting restrooms, wet mop floors, replenish soap and paper goods as needed. Will wash windows and handrails Clean exterior entrance ways and commons area furniture.

25% E

GMRT: Provide support and maintenance in other areas of the complex. Employee will assist other repair and maintenance personnel representing trades including; carpentry, electrical, plumbing, heating & ventilation for maintaining all mechanical and air handling systems in the building. Use of standard tools and equipment for minor repairs is required.

15% E

Custodial Worker: Provides set-up and tear down services for meetings and events. Arranges for moving office furniture as requested. Assists with laundry processing and handling of deliveries Clean and perform maintenance on custodial equipment.

10% E

Custodial Worker: Maintain logs of daily and weekly cleaning cycles. Stock supplies and equipment needed. Attend mandatory training for for BRI employees as well as remain current on safety procedures in the use of chemicals and other cleaning agents. Maintain custodial closet. Keep up to date on MSDS sheets for chemicals. Report building repair needs and any complaints to supervisor. Participate in training and in-service classes.

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
-------	-----------------

BK NA

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.

Regulatory (State, Federal, University, Local) non-compliance activities can result in fines, citations, and violations that would impact Operations and loss.

Loss of revenue potential and scientific collaboration opportunities from business development activities within the business plans for BRI and the University.

Failure to have security and safety interface with visitors and collaborators results in poor public perception.

Damages to critical equipment and operating systems results rendering the facility off-line for use.

Failure to follow life safety and occupational safety practices puts building occupants and surrounding area at risk.

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

Purpose: Biosecurity Research Institute business operations, science programs, training programs, etc.

Whom: BRI Staff, K-State staff and occasionally visitors.

Frequency: Daily

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

The work environment is in mechanical space, office and conference spaces, biocontainment laboratory spaces, basement and outdoor environments. Cold and hot weather, potential exposure to biohazards, physical injury from mechanical systems, equipment, power tools, etc. Potential hazards from standard cleaning chemicals.

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

Extensive training in occupational health & safety compliance, personal protective equipment including use of respiratory protection, gloves, boots, tyvek, etc. Training in electrical hazards, lock-out/tag-out, high pressure steam, and specialty tools and equipment. Training is provided and attendance is strongly suggested for proper use and applications of chemicals, lifting techniques for heavy equipment, safety awareness as in use of barricades, wet floor signs and personal protective equipment.

---

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

Custodial equipment. Floor scrubber on a weekly basis. Upright vacuum, hand tools (screwdriver, hammer, wrenches, etc.) airflow monitoring devices, electric Hand tools, drills, saws, tools, computer equipment, lifts and carts on a daily basis. Four to twelve foot step ladders on an as needed basis.

---

**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.

Valid drivers license <sup>upon employment</sup>. Must be able to undergo and maintain favorable background investigation. Must be able to obtain and maintain a final U.S. Government security clearance if 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, <sup>transport</sup> move items of 50lbs unassisted, standing/walking majority of the worday.

---

29. **PREFERRED QUALIFICATIONS AND SKILLS**

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

Previous custodial or repair experience in hospital, lab or similar environment.

b) List preferred special knowledge, skills and abilities.

---

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

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

Ability to learn operations of custodial and repair equipment. Understand and follow instructions (written & oral) in the English language.

---