

The University of Akron
Classification Specification

| | | | |
|-------------------------|-------------------------------------|------------------|------------|
| Job Title: | Master Bldg Services Worker | Job Code: | 91010 |
| Job Function: | Staff | Grade: | 04 |
| Job Family: | Bargaining Unit | FLSA: | Non-Exempt |
| SOC Description: | 5000 Facilities Management Division | Date: | 7/12 |

Job Summary:

Under general supervision perform duties to provide cleaning and maintenance of buildings, furniture and fixtures. Serve as team leader, and train others in proper work methods and procedures.

Essential Functions:

20-30% Perform all essential functions of a Building Services Worker. Sweep, mop, strip, wax, polish and renew floor surfaces. Clean and shampoo rugs and carpets.

10-30% Clean, dust and wax furniture and fixtures in classrooms/labs, offices and residence halls. Clean and empty trash receptacles.

10-20% Scrub, clean and sanitize restrooms (sinks, mirrors, commodes, urinals, showers, stalls, etc.); stock supplies.

10-20% Plan, lead and assign work for assigned staff. Inspect buildings and review quality of work performed by Assistant Building Services Workers and Building Services Workers. Train new employees on all equipment operation and job duties. Coordinate and plan special projects. Record inventory and orders supplies.

5-15% Clean and maintain entrance glass, hallways, lobbies, stairs, elevators, walls, doors; remove snow and ice from walkways; check supplies, stock closets and order necessary supplies. Clean and maintain equipment.

0-10% Complete work, time and material usage reports. Perform other duties as assigned by Superintendent/Supervisor.

Education:

Requires high school diploma or GED Ability to add, subtract, multiply and divide numbers (including fractions and decimals). Must be able to read and write using English vocabulary.

Licenses/Certifications:

Valid Ohio Driver's License.

Experience:

Requires a minimum of 2 years experience in running a vacuum, floor buffer, floor burnisher, automatic floor scrubber, carpet and upholstery equipment. Experience maintaining and cleaning buildings, furniture and fixtures required. Experience leading others preferred.

Leadership:

Provide guidance to nonexempt staff including general scheduling, assigning tasks and monitoring the work of others, as assigned by the Supervisor.

Physical Requirements:

Must be able to lift 80 pounds without assistance and demonstrate bending, crouching and lifting. Must be able to climb a ladder.

Working Conditions:

Routine exposure to heat, cold, moisture/wetness, inclement weather, noise and air pollution. May involve exposure to chemical substances, hazards and moving parts. Work schedule is subject to change in accordance with University needs and/or the results of the shift line-up process. Overtime/Call-ins may be mandatory based on University need.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.