AFSCME CLASSIFIED JOB POSTING (Unit 203)

POSITION AVAILABLE: General Maintenance Worker (PCN #01017956)
CLASSIFICATION: General Maintenance Worker (Job Code 001725)
CLOSING DATE: August 7, 2020  STARTING DATE: Approximately August 17, 2020
EMPLOYMENT CONDITION: Full-Time, Temporary (August 17, 2020 through May 14, 2021)
Monday thru Friday – 8:00 a.m. to 4:30 p.m.
(Includes two 15-minute paid rest breaks and one 30-minute unpaid lunch break)
Holiday Pay and Insurance Benefit Eligible

SALARY RANGE: $15.24 to $21.56 Per Hour

DESCRIPTION OF DUTIES:
The purpose of this position is to provide enhanced cleaning of restrooms, door handles and other high touch surfaces during the COVID-19 pandemic to protect our internal and external customers. (A detailed position description is available upon request.) This person will report directly to the Building Maintenance Supervisor.

MINIMUM QUALIFICATIONS:
**Knowledge of different types of flooring/floor covering sufficient to determine proper methods of maintenance and appropriate cleaning methods, materials, agents and equipment.**
**Knowledge of chemical cleaning agents such as ammonia, bleaches, scouring agents and soaps sufficient to appropriately select the agent(s), handle and apply, and dispose of safely.**
**Knowledge of methods, tools, and equipment used in maintenance sufficient to use effectively and operate safely and to make minor repairs.**
**Physical health and endurance sufficient to perform work functions.**
**Ability to follow simple oral and written instructions.**
**Ability to perform assigned tasks with limited work direction.**
**Ability to keep simple records.**

PREFERRED QUALIFICATIONS:
High School Diploma
Current State of MN Class D Driver’s License
Good Computer Skills (Email, Word, Excel, etc.)
Ability to lift up to 50 lbs., Push and Pull
Ability to work in buildings after ventilation systems have been shut off
Knowledge of hazardous materials, including proper disposal and clean up

NOTICE: In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college business who use a rental or state vehicle shall be required to conform to Minnesota State’s vehicle use criteria and consent to a Motor Vehicle Records check.

APPLICATION PROCEDURE:
Apply online at https://www.alextech.edu/about-atcc/human-resources. Click on Temporary Jobs – “How to Apply” link; then select “Staff/Administrator Positions.” Application deadline is August 7, 2020.

Email questions to employment@alextech.edu or contact Annette Pavek @ 320-762-4411.

A Member of Minnesota State
An Equal Opportunity Educator and Employer
This information can be made available in alternative formats to individuals with disabilities by calling 888-234-1222, extension 4673 or 320-762-4673.
# JOB DESCRIPTION

## College/Campus:
*Alexandria Technical and Community College*

### Employee’s Name:

### Position Work Days/Hours:
Monday thru Friday
8:00 am to 4:30 pm

### Position Control Number:
01017956

### Working Class/Class Title:
General Maintenance Worker
Full Time, Temporary (FY 21 Academic Year)

### Employee’s Signature:
(this position description accurately reflects my current job)

### Supervisor’s Signature:
(this position description accurately reflects the employee’s current job)

### Date:

### POSITION PURPOSE:
The purpose of this position is to provide enhanced cleaning of restrooms, door handles and other high touch surfaces during the COVID-19 pandemic to protect our internal and external customers.

### REPORTABILITY:
**Reports to:**
Building Maintenance Supervisor

**Supervises:**
N/A

### DIMENSIONS:
**Budget:**
N/A

**Who are your customers?**
- Students
- Parents
- Faculty
- Staff
- Community
- Prospective Students
PRIMARY JOB RESPONSIBILITIES

1. **General maintenance duties, which may include:**
   - Frequent daily inspection of all campus buildings and restrooms for such things as cleanliness, paper products, soap refills, etc.
   - Provide enhanced cleaning of restrooms, door handles and other high touch surfaces
   - Assist with duties of other GMW’s in the event of a vacation or illness.
   - Room setup and cleanup as required for classes, meetings and special events.
   - Handle recyclable products, haul and collect trash to pick up points.
   - Clean up spills on campus floors.
   - Grounds Clean Up (includes possible snow shoveling from sidewalks in winter months)
   - Other duties as assigned

   *Priority: A*  
   *Percent of Time: 90%*

2. **Receive daily projects and assignments via School Dude. Check email, phone mail and respective mailbox at the beginning of shift, and assist with emergency custodial calls as necessary.**

   *Priority: A*  
   *Percent of Time: 10%*

RELATIONSHIPS

This person requires the ability to work well with others. This person will be asked to interact with all customers within the college, both external and internal, in a variety of situations. Excellent oral and written communication skills will also be necessary in order to carry out duties.

MINIMUM QUALIFICATIONS:

**Knowledge of different types of flooring/floor covering sufficient to determine proper methods of maintenance and appropriate cleaning methods, materials, agents and equipment.**

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**Knowledge of methods, tools, and equipment used in maintenance sufficient to use effectively and operate safely and to make minor repairs.**

**Physical health and endurance sufficient to perform work functions.**

**Ability to follow simple oral and written instructions.**

**Ability to perform assigned tasks with limited work direction.**

**Ability to keep simple records.**

PREFERRED QUALIFICATIONS:

High School Diploma

Current State of MN Class D Driver’s License

Good Computer Skills (Email, Word, Excel, etc.)

*Note: Computer skills are necessary as all payroll activity is conducted via the computer as well as college and interdepartmental communications. Work assignments are also managed via the computer systems.*

Ability to lift up to 50 lbs., Push and Pull

Ability to work in buildings after ventilation systems have been shut off

Knowledge of hazardous materials, including proper disposal and clean up
**NOTICE:** In accordance with the Minnesota State Fleet Safety Program, employees driving on college business who use a rental or state vehicle shall be required to conform to Minnesota State’s vehicle use criteria and consent to a Motor Vehicle Records check.

This employee is expected to develop a working knowledge of and comply with all college safety rules, regulations and policies.

This employee is expected to conduct himself/herself in a professional and customer service-based manner at all times to promote a harassment-free environment. All communications and interactions with internal and external customers are to be conducted with courtesy and respect.

**CREATIVITY AND PROBLEM SOLVING**
The ability to problem solve is an important element of this position. This person will need to perform tasks assigned “as needed” and will need the ability to prioritize without immediate direct supervision. This position will also require a person who is self-motivated.

**FREEDOM TO ACT**
This person will have freedom to act within the parameters of the job description. In order to respond quickly, this person needs to be able to make decisions and set priorities with minimal supervision. The immediate supervisor will be readily available, but in the event he/she cannot be reached, an administrator can be contacted for assistance.