Job Title: Restroom/Vacuum Specialist

State Job Classification: General Maintenance Worker

M State Location: Moorhead Campus

Responsibilities:

• Execute the M State Service Commitment and Service Standards on a daily basis to ensure all stakeholders have a positive service experience.

• Perform Restroom Specialist duties on the main campus, so that the campus is assured consistent results during the fall and spring semesters only, not including summers.
  ‣ Stock paper products, Empty trash, refill dispensers/air fresheners, use the powered restroom machine to clean entire restroom daily, change sanitary napkin receptacles daily.

• Provide vacuum specialist duties, so that the campus is presentable to its clientele.
  ‣ Maintain all carpeted surfaces; Hallways are to be vacuumed daily with the large area vacuum; Classrooms and office open areas are to be vacuumed daily with the backpack vacuum; Entrance matting is to be vacuumed daily with the upright vacuum; Entrance mats are to be extracted weekly during winter; Detail vacuuming is to be done weekly in accordance to the zone map; Carpet extraction is to be completed as necessary; Carpet spotting, gum removal and trimming of frays are to be tended to as they arise.

• Perform general duties so that the campus is maintained and presentable to the campus and public.
  ‣ Conducts grounds maintenance which may include raking, snow and ice removal, lawn care and maintenance of shrubbery and trees. Will include operation of department vehicles such as pick-ups, snow plows, sanding trucks, and state fleet vehicles on campus as well as off campus; Set up room arrangements per request. Requests may include assistance relating to interactive television and satellite transmissions; Perform other duties as assigned by the supervisor, lead-worker or administrator.

• Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner. Must be able to travel to meetings.
  ‣ Following a routine established to insure other duties are completed on as needed basis.
Required Qualifications:

- Knowledge of:
  - Different types of flooring/floor covering sufficient to determine proper methods of maintenance and appropriate cleaning methods, materials, agents and equipment.
  - 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.
  - Methods, tools, and equipment used in maintenance sufficient to use effectively and operate safely and to make minor repairs.

- Ability to:
  - Follow simple oral and written instructions.
  - Perform assigned tasks with limited work direction.
  - Keep simple records.

- Valid driver's license necessary to drive department vehicles such as pick-ups, snow plows, sanding trucks, and state fleet vehicles on and off campus. Driving record must pass the State of Minnesota Department of Motor Vehicle review.

Physical Qualifications:

- Physical health and endurance sufficient to perform work functions, including the ability to use hand tools, perform work functions using ladders and scaffolding.
- Able to lift and carry approximately 50 lbs.
- Frequent standing, walking, lifting, carry, pushing and pulling.

Preferred Qualifications:

- Customer services skills sufficient to actively listen to and understand customer needs and provide accurate information and appropriate alternatives in a timely, thorough, courteous, respectful, and professional manner.
- Good human relations, work habits, self-motivation, time management, and organizational skills.

Work Days/Hours: Academic Year:

- Monday – Thursday: 4:00 PM – 12:30 AM
- Friday: 3:00 PM - 11:30 PM

Summer schedule
- To be determined based on workload and class scheduling.

Salary Range: $14.87 - $21.03 per hour ($31,049 - $43,911 annually)
(Plus shift differential, per union contract)

Benefits: A comprehensive benefit package offered by the State of Minnesota, Minnesota State Colleges and Universities, and the bargaining unit contract of the position. Benefits include:

- Holidays, vacation and sick leave
- Retirement
- Medical and dental insurance
- Life insurance
Applications are accepted at the following locations.

**Detroit Lakes**
900 Highway 34 E
Detroit Lakes, MN 56501
218.846.3794 fax

**Fergus Falls**
1414 College Way
Fergus Falls, MN 56537
218.736.1510 fax

**Moorhead**
1900 28th Ave. S.
Moorhead, MN 56560
218.299.6810 fax

**Wadena**
405 Colfax Ave. SW
Wadena, MN 56482
218.631.7901 fax

A member of the Minnesota State system
and an Equal Opportunity Educator / Employer

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**APPLICATION DEADLINE:** March 26, 2020

**How to Apply:** Go to [http://www.mn.gov/careers](http://www.mn.gov/careers).
Search for **Job Opening ID#39626**.
Click “Apply” at the bottom of the Job Posting page.
If you are unable to apply online, please contact the job information line at 651.259.3637.

**For more information, contact:** Sandi Smith.........218.846.3869
Sandi.Smith@minnesota.edu

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