Job Title: Hard Floor/Trash 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 Trash Specialist duties, so that the campus is assured consistent results.
  - Empty trash daily, change bags as needed and wipe down trash cans as needed, following an established pathway.
  - Detail nights according to zones, sanitize trash cans accordingly.
- Provide Hard Floor Specialist duties, so that the campus is presentable to its clientele.
  - Dust mop/sweep and wet mop/auto scrub all hard floor surfaces.
  - Strip, wax and restore hard floors.
  - Detail nights according to zones are to be cleaned wall to wall.
- Perform other Specialist duties as assigned, so that the campus is assured consistent results.
  - Following a pathway established to ensure other specialist duties are completed on as needed basis.
  - Turn off lights to signify the room is clean and secure.
  - Complete other related duties as assigned.
- 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, snowplows, sanding trucks, and state fleet vehicles on campus as well as off.
  - Operates forklift, skid steer and plow truck.
  - Police grounds for debris.
  - Set up room arrangements per request. Requests may include assistance relating to interactive television and satellite transmissions.
- 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.
  - Maintain, trouble shoot, and make minor repairs to facilities, equipment, and furniture by following general and/or manufacturer’s operating and maintenance guidelines.
  - Check the operation of and maintain heating, cooling, air handling, plumbing, electrical equipment, and boiler.
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.
  - 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 Requirements:

- 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 50-100 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.
- Able to make minor mechanical repairs to and operate routine maintenance equipment.
- Good human relations, work habits, self-motivation, time management, and organizational skills.
- Able to obtain a Minnesota Special (boiler’s) License within the first 12-18 months of employment.

Work Days/Hours: Monday – Thursday: 4:00 PM – 12:30 AM
Friday: 3:00 PM - 11:30 PM

Salary Range: $15.24 - $21.56 per hour ($31,821 - $45,017 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  
Accidental Death and Dismemberment  
Disability insurance  
Medical/Dental Expense Account  
Dependent Care Expense Account  
Health Reimbursement Account (eligibility based on bargaining unit contract)  
Tuition Waiver (eligibility based on bargaining unit contract)

APPLICATION DEADLINE: February 1, 2021

How to Apply: Go to http://www.mn.gov/careers. Search for Job Opening ID#43383. 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

If you need accommodations to take part in the application process, please contact Human Resources at (218) 736-1512. For more information regarding M State, refer to our website at: http://www.minnesota.edu.

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.