

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.

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

- 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

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- 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.*

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