

Job Title: Custodian/Vacuum Specialist (Full-time)

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.
 - Provide vacuum specialist duties, so that the campus is presentable to its clientele. Following an established pathway: Maintain all carpeted surfaces; Hallways are to be vacuumed daily with the large area vacuum; Classrooms and office open areas 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.
 - Provide light duty specialist duties, so that the campus is presentable to its clientele. Following an established pathway: Pick up any large trash, paper clips, etc.; Clean white boards; Dust or wipe down desks, tables, counters sinks as needed; Wipe around light switches, doors and walls for spots; Detail nights do high dusting as well as chair bases and other areas dust can gather. Tighten chair bases as needed; Clean glass in all corridors, windows, entrances, etc. Also dust all window and door ledges in corridors; Clean water fountains in corridors.
 - General. Uses human relations skills by providing information and answering questions from personnel and the general public who use the facilities. Works as a team to accomplish desired outcomes; Conducts facility security checks and complies with rules and regulations related to emergencies; Assists with the shipping and receiving of materials; Sets up room arrangements as per request. Request may include assistance relating to interactive television and satellite transmissions; Completes other related duties as assigned.
 - 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.
 - General Interior/Exterior Maintenance. Maintains, trouble shoots, and makes minor repairs to facilities, equipment, and furniture by following general and/or manufacturer's operating and maintenance guidelines; Checks the operation and maintains the facility's heating, cooling, air handling,

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plumbing, electrical equipment, and boiler; 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.

- 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.

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, snowplows, sanding trucks, and state fleet vehicles on and off campus. Driving record must pass the State of Minnesota Department of Motor Vehicle review.

Physical Demands:

- 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, carrying, pushing, and pulling

Preferred Qualifications:

- Customer service 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.

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Work Days/Hours: During the Academic Year:
Monday – Thursday: 4:00 PM – 12:30 PM
Friday: 3:00 PM – 11:30 PM

Summer Schedule:
To be determined based on workload and class scheduling.

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: OPEN UNTIL FILLED
Application review begins the week of July 26, 2021

How to Apply: Go to <http://www.mn.gov/careers>
Search for **Job Opening ID#47184**.
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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