

Job Title: Custodian
(1 Intermittent Position)*

State Job Classification: General Maintenance Worker

M State Location: Fergus Falls Campus

- Responsibilities:**
- On a daily basis, execute the M State Service Commitment and Service Standards to ensure all stakeholders have a positive service experience.
 - Clean Classrooms, offices, lounges, and hallways on a daily basis: Clean white and black chalkboards. Restock chalk and erasers. Collect wastepaper including recyclables, and refuse. Rearrange furniture as needed. Vacuum carpets; extract as needed. Dust and wipe down all tables, desks, and fixtures. Replace light bulbs as needed. Clean all glass/windows. Notify supervisor of any necessary repairs needed.
 - Clean Restrooms and locker rooms: Clean and disinfect all areas including all fixtures and hardware. Refill paper and soap dispensers including batteries if necessary. Collect wastepaper and refuse. Vacuum carpets; extract as needed. Replace light bulbs as needed. Dust and wipe down all tables, and desks. Clean all glass/windows. Notify supervisor of any necessary repairs needed.
 - Clean Entries and corridors: Dust mop. Wet mop. Vacuum carpets; extract as needed. Clean all glass/windows. Dust all surfaces. Replace light bulbs as needed. Remove snow and ice from sidewalk 6 feet out from doorway. Salt sidewalk out 6 feet from doorway as needed. Notify supervisor of any necessary repairs needed
 - Assist with campus events. Set up and take down of sporting events. Set up and take down of music/drama events. Set up and take down of other campus events. Assist outside groups coming on to campus with their set up and take down. Assist other GMWs with pre and post clean up.
 - 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: Back up other GMWs in their area when they are gone. Assist with grounds as needed. Assist General Repair Worker with minor mechanical repairs. Check all doors, windows, lights, plumbing, and temperatures in rooms for possible concerns/repairs. Lock and unlock building. Interior painting. Minor drywall replacement and patching. Adjust temperatures in rooms using campus system software. Supervise work-study students including documenting their time sheets. All other duties as assigned.
 - Maintain custodial and storage closets. Inventory and stock supplies as needed. Launder dust mop heads and cleaning

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towels. Ensure electrical panels and stair cases are not blocked. Ensure Material Safety Data Sheet (MSDS) book is available. Clean the actual room including mopping, washing sinks, etc. Notify supervisor with any concerns or issues.

- 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.
 - Because the position may work in on-site student housing, the incumbent is required to pass background checks per legislation.

- 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.
 - Strength requirements: 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.
 - 2 or more years of proven experience in the following areas:
 - ▶ Custodial
 - ▶ Mechanical equipment repair
 - ▶ Carpentry
 - Willingness to obtain:
 - ▶ Minnesota boiler's license
 - ▶ Electrical license
 - Good human relations, work habits, self-motivation, time management, and organizational skills.

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Work Days/Work Hours: Work days and hours vary.
* Intermittent employees are "on-call" and work an irregular and uncertain schedule which alternately begins, ceases, and begins again as the needs of the agency require.

Salary Range: \$15.62 - \$22.10 per hour
(Plus shift differential per union contract)

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

- Holidays, vacation and sick leave
- Retirement

APPLICATION DEADLINE: NOVEMBER 17, 2021

How to Apply: Go to <http://www.mn.gov/careers>

- Search for **Job Opening ID#50179**.
- Click "Apply for Job" in the upper right corner 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

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.*