

Job Title: Custodian/Vacuum Specialist**State Job Classification:** General Maintenance Worker**M State Location:** Moorhead Campus

Position Purpose This position exists to provide assurance of a clean, comfortable, healthy, safe and attractive environment for students, staff, and the general public. In addition, the position ensures a functional working, teaching and learning environment.

The values that guide our work include: access and opportunity, equity, inclusion and belonging, cultural competence, cultural responsive pedagogy & service, and community engagement. Our educational environments are culturally relevant, responsive, and innovative to the students we serve. Our students are assets, we affirm their identities and lived experiences, and provide spaces that are emotionally safe and reflect who students are.

- Responsibilities:**
- On a daily basis, live the mission, vision and values of M State to ensure a positive experience for all students and stakeholders. Service to M State students and stakeholders is a core component of the position and work responsibilities.
 - 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.
 - Provide light duty specialist duties, so that the campus is presentable to its clientele.
 - 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.; Dust all window and door ledges in corridors; Clean water fountains in corridors.
 - Perform general duties. 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

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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 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, 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.
- Performs 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.

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.

Preferred Qualifications:

- Customer services skills sufficient to actively listen to and understand customer needs and provide accurate information

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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

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, carrying, pushing, and pulling

Work Days/Hours:

Academic Year:

Monday thru Thursday – 4:00 pm to 12:30 am

Friday – 3:00 pm to 11:30 pm

Summer Schedule to be determined based on workload and class scheduling.

Salary Range: \$16.01 - \$22.65 per hour (\$33,429 - \$47,293 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, dental and vision 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: AUGUST 11, 2023

How to Apply:

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

- Search for **Job Opening ID #68001**.
- Click "Apply" at the bottom of the Job Posting page.
- If you have questions about applying for jobs, please contact the job information line at 651.259.3637.

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- For additional information about the application process, please go to <https://mn.gov/mmb/careers>.

Application Must Include:

- Cover letter
- Resume
- Names and contact information of 3 professional references

For more information, Becky McMahan.....218.299.6533
contact: becky.mcmahan@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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