

Southeast Technical College

Sioux Falls School District 49-5

JOB DESCRIPTION

Student Housing Custodian/Maintenance Worker

Department:	Foundation/Housing	Job Status:	Full-time
FLSA Status:	Non-Exempt	Reports To:	Custodial Managers
		Receives Guidance From:	Housing Management
Grade/Level:	12 Month Classified Staff Salary Schedule: Job Level K	Amount of Travel Required:	None
Work Schedule:	<ul style="list-style-type: none">• 12 Month (July through following June)• 8am-5pm, M-F• Some varying schedules based on needs for evening and weekend hours.	Positions Supervised:	None
Prepared By Title or Dept:	Human Resources	Approved By Title or Dept:	Vice President Finance/Operations
Prepared By Date:	April, 2021	Approved By Date:	April, 2021

POSITION SUMMARY

Maintains and repairs buildings and grounds at Southeast Technical College's student housing.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Performs preventative maintenance and minor repair on all building equipment.
- Performs minor repair maintenance. Maintains, operates, and checks operation of heating, air conditioning, ventilation, electrical and mechanical systems. Performs building repairs and maintenance including: changing light bulbs, fuses, unstopping toilets, minor plumbing repairs, minor carpentry repairs, minor masonry repairs, minor electrical repairs, changing HVAC filters, and other minor repairs necessary to building operations/maintenance.
- Replaces window blinds; adjusts doors, installs/repairs cabinets, shelving, and other installed furniture.
- Paints/touches up apartments and public areas when needed.
- Repairs/patches damaged walls when needed.
- Maintains lawns, landscaping, and concrete surfaces surrounding the housing complex.
- Sweeps, dusts, arranges furniture, and empties indoor and outdoor trash receptacles. Washes walls, woodwork and windows, and cleans and polishes metal surfaces. Cleans and maintains hard and soft surface floors. Wet-mops and spot-cleans hard and soft surface floors. Cleans, sanitizes and deodorizes public restrooms
- Cleans/maintains vacant apartments and ensures vacant apartments are ready for new tenants.
- Performs summer transition cleaning to include: cleaning refrigerators and stoves, apartment bathrooms, shampooing carpets in vacant apartments and public areas, polishing hard surfaces in vacant apartments and public areas. Ensuring the complex is clean and ready for new tenants.
- Performs snow/ice removal.
- Addresses tenant-reported maintenance requests. Assists with tenant lock-outs.
- Serves as initial contact on student issues and/or emergencies as needed.
- Adjusts hours as needed and assigned by supervisors to meet housing facility needs.
- Makes re-order recommendation for custodial supplies to Southeast Technical College's Housing Staff.
- Presents a positive and professional image.
- Performs other duties as assigned by supervisors.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Negotiation Skills - Ability to reach outcomes that gain the support and acceptance of all parties.

- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.

SKILLS & ABILITIES

Education/Experience:

- Graduation from high school or GED certification.
- Minimum of one year of custodial experience required.

Computer Skills

- Ability to compose and read e-mails using Microsoft Outlook.
- Ability to utilize an electronic time management system.
- Ability to utilize a work order system.

Certificates, Licenses, Required Training

- Ability to attend custodial/maintenance training as provided through the Sioux Falls School District.

Other Requirements:

- Ability to work unsupervised. Excellent attendance.
- Ability to operate cleaning equipment.
- Ability to operate hand and power tools.
- Ability to operate snow removal equipment.
- Must have a good driving record and ability to operate a variety of motor vehicles in the Southeast Technical College fleet.
- Ability to complete minor repairs on structure (carpentry), HVAC, mechanical and electrical systems.
- Ability to demonstrate recognition of equipment malfunction.
- Ability to lift 75 pounds.
- Demonstrate positive attitude towards people with whom one works, ability to work cooperatively, and willingness to accept instructions and training.
- Work assignments modified as necessary.
- Must pass pre-employment physical and drug test.
- Post offer criminal background check required.

PHYSICAL DEMANDS

Physical Demands

		<u>Lift/Carry</u>	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	C (Constantly)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	O (Occasionally)	<u>Push/Pull</u>	
Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	C (Constantly)
Squat or Kneel	F (Frequently)	26-40 lbs	O (Occasionally)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)

N (Not Applicable)

O (Occasionally)

F (Frequently)

C (Constantly)

Activity is not applicable to this occupation.

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements:

Talking:

- Ability to express or exchange ideas by means of the spoken word.
- Sufficient for conveying spoken information in a variety of activities and situations.

Vision:

- Sufficient visual acuity for reading; to prepare and analyze data and figures; view a computer screen; and visual inspection/assessment.

Sense of Sound:

- Sufficient to hear sounds at normal speaking levels with minimal correction.
- Ability to receive detailed information through oral communication.
- Detect and distinguish specific sounds related to the job and the equipment used for the job.

Sense of Touch:

- Handling - Working primarily with hands/hand and requires the employee to sufficiently seize, hold, grasp, and turn with one or both hands.
- Fingering - Working primarily with fingers/finger and requires the employee to sufficiently pick up and pinch a variety of items.
- Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture. Requires the employee to be able to primarily touch with the skin (primarily that of fingertips).

WORK ENVIRONMENT

Occasionally outdoors and subjected to variable weather conditions of extreme cold below 32 degrees and heat above 100 degrees. Frequent use of cleaning chemicals and equipment. Occasionally subjected to fumes, odors, dust, and poor ventilation. Occasionally works in closed-in spaces or high places with little room move. Heavy manual labor that requires the person to lift 75 pounds.

EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION

EMPLOYER STATEMENT

Southeast Technical College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical College reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

EMPLOYEE AUTHORIZATION

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: _____ Date: _____

Employee Print Name: _____