



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Custodial Technician Occupation

BARGAINING UNIT:

ACE

Custodial Technician 3

SERIES PURPOSE: The purpose of the Custodial Work occupation is to maintain a clean environment in which employees may work and clients may live.

CLASS CONCEPT: The class works under direction and requires expert knowledge of custodial procedures in order to provide work direction over contracted and supervise student employees and/or to clean and maintain offices, living and dining areas, and rest rooms. Incumbents oversee and monitor the custodial program and serve as lead workers over contracted employees, directly supervise student employees and/or clean various work and living areas.

JOB DUTIES IN ORDER OF IMPORTANCE:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directly supervises a team of student employees engaged in cleaning and sanitizing activities; reviews and approves web time entry. Supervises student staff throughout the employment cycle; coordinates work activities and participates in training and evaluation on a daily basis.

Coordinates routes of buildings in order to maximize student employees' time to refill and stock supplies while supplementing janitorial disinfecting of common areas.

Assists in the creation and maintenance of processes and procedures as they relate to ongoing cleaning and disinfecting efforts.

Serves as a liaison between the Office of Environmental and Occupational Health and Safety and Janitorial Services.

Provides work direction over contracted employees performing custodial duties (e.g., cleaning offices, lobbies, living and dining areas, cabins and/or rest rooms) inspects areas for cleanliness.

Assigns work orders in verbal and written form; completes and submits reports (e.g., monthly activity; inspection; safety data sheets); maintains files; attends workshops, seminars, in-service training and meetings; makes recommendations related to department; operates personal computer to enter and retrieve data.

Effective 11/05/2024

Reports major repairs and hazardous conditions to appropriate personnel; ensures staff complies with established infection control policies and procedures; resolves complaints; receives calls from University staff regarding custodial issues/needs.

Operates computer; works in other areas as needed and during special events; provides assistance to public (e.g., answers questions; gives directions).

Cleans and maintains living facilities, dining areas, rest rooms and/or offices; dusts, mops, sweeps, buffs and waxes floors; scrubs sinks, toilets, countertops, walls and ceilings; dusts and cleans furniture and equipment; empties trash; washes windows; polishes mirrors and glass; vacuums and shampoos carpet; replenishes soap, paper towels and toilet paper.

Delivers janitorial supplies throughout campus and stocks janitorial closets. Transports biohazard laundry back and forth from departments to the stadium.

Performs miscellaneous related duties; removes snow and/or ice from sidewalk; removes litter from grounds; replaces light bulbs; orders and/or stocks supplies; secures doors and/or windows; moves furniture; sorts and/or washes linens.

Other Functions and Responsibilities: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: supervisory principles/techniques*; inventory control*; cleaning practices and procedures*.

Skill in: operation of a personal computer; operation of cleaning equipment and tools*.

Ability to: deal with problems involving few variables within familiar context; read, copy, and record figures; carry out simple instructions; recognize safety warnings; stand, walk, or bend continuously.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT: High School Diploma or GED; four years of experience in custodial procedures; valid driver's license.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: Not applicable

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform medium work.

MEDIUM: work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.

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UNUSUAL WORKING CONDITIONS: Exposed to chemicals in cleaning products; may work evenings; may be exposed to unpleasant weather conditions.