

Position Description

Cover Sheet

In order to make an objective and accurate evaluation of a position, it is very important that the position description (PD) contain relevant data. Therefore, please provide all information requested and forward this form through the division dean to the Human Resources Office for classification.

Title Building and Grounds Technician LAPL

Division/department DFS/FCL

Campus LAPL

Check one: New PD _____ Revised PD XX No changes to PD _____

Please identify any similar positions already established within the department

Reports to _____ Date _____
(Signature)

Reports to _____ Date _____
(Signature)

Approval _____ Date _____
(Signature - Second-Level Supervisor)

Approval _____ Date _____
(Signature - Dean or President)

Account code(s) _____

Work schedule 7:00 AM to 4:00 PM Mon-Fri

FOR HUMAN RESOURCES DEPARTMENT USE:

Position number _____ Grade _____

Statistical group _____

Exempt / Non-exempt _____ Date _____

Requires Financial Disclosure Statement _____

If the employee's primary position is EXEMPT, there are no limitations for working in a secondary position. If the primary position is NON-EXEMPT, the following rules apply:

1. The employee cannot hold credit or credit-free part-time faculty positions unless a special exception is made by the division dean.
2. The employee must record the total combined hours worked on the system-generated time sheet which is distributed each pay period. The employee is responsible for obtaining the signatures of both supervisors on this time sheet.
3. The employee's total combined hours worked for all positions should not exceed 40 hours in a workweek.

POSITION DESCRIPTION BUILDING AND GROUNDS TECHNICIAN LAPL

Under the general direction of the Building Services Manager, and the direct supervision of the Building and Grounds Team Leader, the Building and Grounds Technician is responsible for the proper cleaning of assigned areas, snow removal, general grounds tidiness, performing room setups for campus functions, and assistance to other college staff as requested.

1. Core Responsibilities

Custodial Duties: 85%

- Maintains assigned facilities as prescribed (includes: sweeping and mopping floors, dusting common areas, cleaning dry erase/chalkboards, cleaning furniture, toilet fixtures, basins, mirrors, lavatories, classrooms and offices). Empties trash cans and bins and recycle paper receptors. Removes other designated trash.
- Replenishes dispensers needed (includes paper towels, toilet tissue, trash can liners and hand soap).
- Performs major seasonal cleaning of carpets, classrooms, windows, exterior porches, stairs and handicap entrances. Performs specialized cleaning of science and biology labs, locker room areas and gym floor.
- Maintains supply closets stocked and in orderly manner.

Grounds Duties: 5%

- Has primary responsibility for snow and ice removal operations. This includes road salt and ice melt application, operating small to medium sized tractors to $\frac{3}{4}$ ton pick-up truck with plows and salt spreaders. Is required to work around the clock in 12 hour shifts until the college is open.
- Assists with grounds maintenance as assigned, including weeding, trash pickup, litter container maintenance and installing or replacing flowers and shrubs.
- May be required to be on campus to assist during emergency situations even when the college is closed (e.g., school closing, inclement weather conditions, bomb threats, etc.)

Facilities Configuration: 5%

- Assists in the set up and arrangement of facilities for a wide variety of functions (e.g. meetings, conferences, seminars, picnics, banquets, graduation or other special functions).

General repair and Security: 5%

- Maintains regular use equipment (includes dispensers, vacuum cleaners, brooms, mops and other equipment used for custodial services).

- Reports other maintenance requirements to the work order system.
- Assists the Operations and Maintenance staff as requested.
- Other duties as assigned
- Supports the campus security staff through general observation in assigned cleaning areas or during special events. Ensures doors are properly locked and facilities are unoccupied when closed.
- Assists Public Safety in the evacuation of buildings during emergencies, such as hazardous weather, fire alarm activation and closure of the campus for any reason.
- Reports safety/security hazards to the appropriate personnel for remedial action.

2. Education/Knowledge

- High School Diploma or equivalent
- Two years of experience in an institutional or commercial setting that has provided the knowledge of procedures for proper use of equipment such as high and low speed buffers, automatic floor scrubbers, upholster extractor, carpet extractor, vacuum cleaner, industrial wet/dry vacuum cleaner, as well as using industrial cleaning and germicidal agents.
- Ability to use snow removal equipment.
- Ability to translate and use hazardous and toxic chemical Material Safety Data Sheets.
- Maintain a valid Maryland driver's license and maintain insurability under the college vehicle liability insurance plan.
- Ability to lift 75 pounds.

3. Supervision NONE

4. Contacts

- Has regular contact with all departments and organizations within the college for performing of custodial duties in assigned spaces and for the purpose of evaluating of quality of services for the campus.
- Has limited contact with organizations from outside the college (vendors, visitors and customers using college facilities and grounds) for the purpose of setting up special events.

5. Guidelines/Procedures/Regulations

- College Policies and directives.

- MOSHA and OSHA safety guidelines.
- Established standards and procedures for an educational custodial operation.

6. **Communications**

- Written and verbal communication skills for the purpose of conveying information to team members.

7. **Role Complexity**

- Most tasks are governed by standards although external forces may necessitate modification of standards.
- Planning is generally on a day to day basis with the exception of special events which may require advance planning.
- Duties tend to be straightforward on a daily basis, however flexibility is required to accommodate changes or special needs.

8. **Creativity & Innovation**

- This position generally follows procedures established by others.

9. **Impact**

- The impact of this position's performance has a major influence on the perception of the campus. Cleanliness of the facilities is a large part of the public's first impression of the college. In addition, the appearance of the buildings affects part of the faculty and staff's perception of their working environment which often influences morale.

10. **Fiscal Responsibilities** NONE

11. **Physical Environment**

- Physically demanding with prolonged standing and walking, handling of heavy equipment and lifting up to 75 lbs.
- Exposure to all kinds of adverse weather conditions and extreme temperatures year round.
- Exposure to hazardous materials (e.g., industrial hazardous/toxic chemical cleaning agents, dust, etc.).