

# HUMAN RESOURCES DEPARTMENT POSTING



## PHYSICAL PLANT STAFF

**Terms of Employment:** Full-time, 40 hours per week, Monday – Friday, day and afternoon shifts may be available.

**Classification:** Teamsters'

**Hourly Wage:** \$14.25

**FLSA Status:** Non-Exempt/Hourly

**Application Deadline:** Open until filled

**Apply online at:** [www.sc4.edu/jobs](http://www.sc4.edu/jobs)

**JOB SUMMARY:** This Physical Plant Staff position is responsible for building and grounds custodial functions

### **RESPONSIBILITIES**

- Performs custodial work required for the routine cleaning and upkeep of buildings and surrounding landscaping.
- Wet mops, dust mops, washes floors, scrubs shower stall walls and floors, fixtures and other surfaces in bathrooms, including all hand basins, urinals, mirrors, partitions, shelves and other chrome fixtures and similar equipment. Replenishes supplies of soap, and paper hand towels.
- Cleans and washes boards and rails as directed. Cleans erasers.
- Disinfects identified touchpoints.
- Dust, clean, horizontal and vertical surfaces and furniture.
- Dusts and cleans heating ventilation grills. Washes walls and spot washes.
- Empties rubbish from interior and exterior trash cans.
- Removes recyclable materials to recycling area, and then moves to appropriate area.
- Vacuums and shampoos carpets.
- Strips, washes, buffs, and finishes floors.
- Moves furniture, supplies and miscellaneous equipment as directed.
- Sweeps and shovels snow and debris from all exterior steps, patios and terraces. Includes applying deicer as well as the use of snow blowers and gators after applicable training.
- Inspects exterior and interior of building for broken windows, damaged window shades and foreign objects on windowsills or misuse of furniture, fire extinguishers and other College property. Reports instances of damage to supervisor.
- Reports or calls in all emergencies at once, such as fire, breaking and entering, broken water pipes or steps, etc.
- Washes and cleans interior and some exterior windows.
- Replaces burned out electric lamps in rooms, corridors, and stairways up to 12 feet.
- Observes safety rules and precautions.
- Maintains clean work/storage area.
- Cleans equipment after use.
- Trims bushes and trees, includes mulching as needed
- Turf and grass field maintenance including lining of the field
- Security of facility assets and building lockup when needed
- Perform emergency response service for water/spills
- Minor pest control – removal and setting of rodent traps
- Loading and unloading of trucks
- Light duty repairs as assigned.

- Performs related duties as assigned as well as any and all requests by supervision and management.

**Possible responsibilities (upon proper training and/or certification):**

- Forklift operation
- Key cutting
- Truck operation
- Pulling trailers
- Snow Blower
- Minor Plowing
- Tree/Bush Trimming

**SUPERVISION RECEIVED:** Under the supervision of the Manager, Physical Plant

**EDUCATION/EXPERIENCE:** Associate degree preferred. Experience in related area required.

**MINIMUM QUALIFICATIONS**

- Have and maintain valid Michigan driver's license
- Ability to operate hand and power tools
- Ability to operate custodial cleaning equipment
- Ability to drive and operate vans and 4 x 4 pickup trucks, snow and ice removal equipment, grounds keeping power equipment, and a forklift
- Ability to physically lift a minimum of 80 lbs. on a frequent, regular basis
- Communication skills – written and verbal
- Must be able to read and interpret instructions, service orders, and labels on chemical supplies.
- Must be able to climb and work from ladders at heights up to 12 feet.
- Must have the physical ability to walk throughout the campus and to climb stairs throughout the duration of the shift.
- Must follow college policy and procedures.

**PROFESSIONAL/PERSONAL QUALITIES**

- Ability to complete sequence of tasks while following established procedures and standards
- Customer service oriented
- Critical thinking skills
- Time management skills
- Highly motivated
- Ability to complete assignments in a timely manner and meet assignment deadlines as provided
- Ability to work collaboratively with coworkers, staff, and faculty.