

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 5:29:47 PM
Official Title:	Campus Service Worker Lead Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	753390
Job Family:	Physical Plant

JOB SUMMARY

The Campus Service Worker Lead serves as a team leader for lower-level service workers by directing and performing a variety of manual labor activities which may include linen service, stocking, janitorial, maintenance, grounds keeping, mail handling, delivery, messenger, moving and/or storage functions.

NATURE OF WORK

This position functions as a team leader over Campus Service Workers in the cleaning and maintenance of the interior and surrounding exterior appearance of all buildings. The Campus Service Worker Lead is responsible for ensuring supplies and materials are adequately stocked throughout the buildings, as well as for communicating repair needs and potential safety hazards or violations to the supervisor. Job responsibilities require knowledge of basic methods, materials, tools, and equipment used in custodial work and routine maintenance. Work is performed under immediate supervision, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. The Campus Service Worker Lead exercises some judgment in planning and organizing own work but must adhere to specific time, process, and results standards. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Ensures supplies and materials are adequately stocked throughout instructional buildings and the requisitioning of additional supplies.

Notifies the supervisor of classroom and residence hall furniture, equipment, and facilities needing repair or replacement and of potential safety/fire violations.

Cleans assigned areas by washing furnishings, tile, fixtures, equipment windows, blinds, shades and floors. Dusts and polishes specified areas and/or furnishings.

Collects and removes refuse and leaves.

Mows lawns, trims hedges, trims, cultivates, weeds and prunes plants, flowers, trees and shrubs.

Assists with the sorting, stocking and delivery of mail, messages, packages and supplies. Moves office furniture and equipment to designated locations.

Launders, sorts, and checks linens and clothing.

Cleans, lubricates, and adjusts equipment according to established procedures.

Performs other job related duties as assigned.

Additional Responsibilities

May remove snow and ice from sidewalks, parking lots and entrances; spreads salt, sand, deicers, or gravel to prevent slipping.

May operate a variety of hand and power tools and equipment to facilitate assigned work.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
Minimum 6 months	Directly related experience	X		

Licenses and Certifications

<i>License or Certification</i>	<i>Time Frame</i>	<i>Req</i>	<i>Pref</i>	
current driver's license		X		