UNIVERSITY OF MISSOURI SYSTEM

JOB DESCRIPTION

Global Title: Custodian I

Position Title:

Job Code: 9740

Nature and Level of Work
Perform routine, manual work utilizing knowledge of various custodial materials, equipment, methods and procedures used in maintaining a clean, neat and orderly building. Work is spot-checked frequently and reviewed by observation for neatness, cleanliness, efficiency and overall results. Functional contacts include students, staff and general public using building facilities.

Key Responsibilities
- Perform duties in the care and cleaning of buildings (e.g., garages, offices, classrooms, entry ways, and restrooms). Clean floors (e.g., sweep, mop, and wax), empty trash receptacles, dust furniture, clean windows and other cleaning related duties. May sweep and shovel snow. May order cleaning supplies and equipment repairs as needed. May be assigned to work in areas requiring special use of disinfectants, cleaning techniques and sanitation procedures or use of special equipment (e.g., large sweeper, power washers).
- May prepare rooms for meetings by setting up chairs, tables and necessary equipment.
- May perform building security duties such as locking and unlocking doors, checking windows, turning lights on or off, etc., report items that need repair to superior.
- Performs other duties as assigned.

Supervision Received
Under direct supervision, receives oral and written instructions daily on work to be performed. Frequency of contact with supervisor varies in accordance with work assignment.

Supervision Exercised
No supervision is exercised.

Qualifications
A job offer for this position is contingent on passing a physical examination to determine if the candidate possesses the physical capabilities necessary to perform the essential functions.
- Ability to read and write.
- A valid driver’s license may be required for certain positions.
- Ability on a daily basis to:
  - Lift, carry, and set down objects of moderate weight (25-50 lbs.)
  - Grasp broom and mop handles
  - Work around dust and cleaning chemicals
  - Climb stairs, step stools, and ladders
- Physical strength, coordination and stamina sufficient to perform assigned duties.

Job responsibilities listed herein are a general description of typical job duties, responsibilities, qualifications, and physical demands of the incumbents but should not be considered all-encompassing as actual responsibilities may additionally include other duties as assigned.

Hulett, Debora  |  UNIVERSITY OF MISSOURI
Job Title: Custodian II

Position Title: Last Updated:

Job Code: 9741

Nature and Level of Work
Perform routine, manual work utilizing knowledge of various custodial materials, equipment, methods and procedures used in maintaining a clean, neat and orderly building. May clean, sweep and remove trash from multiple campus parking garage structures, provide special services to the Chancellor’s residence and emergency support to the Special Work Assignment Team (SWAT). Responsibilities may include maintenance of designated buildings and related fixtures and routine repair of fixed equipment and buildings. Work is subject to spot checking for neatness, cleanliness and workmanship with periodic review for overall effectiveness. Functional contacts include co-workers, service department employees and all personnel utilizing building facilities.

Key Responsibilities
- Perform duties in the care and cleaning of buildings (e.g., garages, offices, classrooms, entry ways, and restrooms). Clean floors (e.g., sweep, mop, and wax), empty trash receptacles, dust furniture, clean windows and other cleaning related duties. May sweep and shovel snow. May order cleaning supplies and equipment repairs as needed. May be assigned to work in areas requiring special use of disinfectants, cleaning techniques and sanitation procedures or use of special equipment (e.g., large sweeper, power washers).
- May prepare rooms for meetings by setting up chairs, tables and necessary equipment.
- May occasionally fabricate simple fixtures or devices for use in the building or assist superiors in fabrication of more complicated apparatus.
- May provide support for emergency responses and/or large moves/events.
- May periodically, check building equipment (pumps, motors, fans, heaters, furnace, etc.): perform necessary maintenance, adjustments and routine repairs of equipment including replacement of broken, worn or defective parts; report need of major repairs to superior for correction. Check gauges of building equipment for proper temperature, pressure, water level, etc. Clean and provide routine maintenance on equipment such as vacuums, gas blower, large lot sweeper and pickup truck.
- May perform building security duties such as locking and unlocking doors, checking windows, turning lights on or off, etc., report items that need repair to superior. Report damages and repair needs to appropriate staff. Report and clean graffiti from surfaces when found.
- Perform other duties as assigned.

Job responsibilities listed herein are a general description of typical job duties, responsibilities, qualifications, and physical demands of the incumbents but should not be considered all-encompassing as actual responsibilities may additionally include other duties as assigned.
supervision Received
Under direct supervision, receives oral and written instructions daily on work to be performed.

Supervision Exercised
No supervision is exercised.

Qualifications
A job offer for this position is contingent on passing a physical examination to determine if the candidate possesses the physical capabilities necessary to perform the essential functions.

- Ability to read and write.
- A valid driver’s license may be required for certain positions.
- One year of general maintenance and custodial experience.
- Some knowledge of methods for cleaning equipment and buildings; mechanical ability for minor repair of equipment.
- Ability on a daily basis to:
  - Visualize work area and determine what tasks need to be performed
  - Bend, squat, reach, stretch, walk, stand, sit, grasp and twist repeatedly
  - Climb stairs, step stools, and ladders; climb and descend stairwells
  - Lift, carry, and set down objects of moderate weight (25-50 lbs.)
- Work may include one or more of the following:
  - Working in areas of extreme temperatures
  - Wearing a backpack vacuum for long periods of time
  - Wearing protective mask and hearing protection devices
  - Working around dust and cleaning chemicals
- Good physical coordination and mechanical aptitude sufficient to perform assigned duties.

Job responsibilities listed herein are a general description of typical job duties, responsibilities, qualifications, and physical demands of the incumbents but should not be considered all-encompassing as actual responsibilities may additionally include other duties as assigned.
UNIVERSITY OF MISSOURI SYSTEM

STAFF POSITION DESCRIPTION

Global Title: CSM Associate II

Position Title: CSM Associate II

Job Code: 4112

Nature of Work

Diagnose, schedule and supervise maintenance, repair and modification of campus building facilities and equipment. Ensures reliable and efficient operation and maintenance of equipment for assigned area.

- Possesses both a broad and deep understanding of the job
- Understands how the team integrates with others to accomplish team objectives
- Researches and analyses atypical/complex data and prepares reports, noting key issues and patterns in the data, providing recommendations, etc.
- Monitors and oversees budgets, inventories, services, etc.
- Applies knowledge of practices and specialty area(s) and experience to complete work
- Solves routine and complex problems and identifies new, less obvious solutions
- Impacts the quality, timeliness and effectiveness of the team through planning, organization, coordination, and at times oversight
- Uses discretion to modify work practices and processes to achieve results or to improve efficiency

Key Responsibilities (to be completed by department)

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Supervision Received

Independently completes assignments of varying degrees of complexity

Supervision Exercised

May serve as an informal resource/mentor and/or supervisor of less experienced team members

Minimum Qualifications

Associate's degree or an equivalent combination of education and experience and at least 3 years of experience from which comparable knowledge and skills can be acquired is necessary

Preferred Qualifications

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Knowledge, Skills & Abilities

- Has full proficiency of processes, procedures, systems, etc. gained through knowledge and/or experience

Job responsibilities listed herein are a general description of typical job duties, responsibilities, qualifications, and physical demands of the incumbents but should not be considered all-encompassing as actual responsibilities may additionally include other duties as assigned.
Global Title: Floor Care Technician

Position Title: 

Job Code: 9762

Nature and Level of Work
Perform routine, manual work involving repetitive and standardized assignments primarily relating to the maintenance of floors. Clean and maintain various types of floor surfaces including cleaning and restoration of upholstery and carpeting. May provide direction and leadership to other employees in the areas of housekeeping and floor maintenance while performing the same general type and kind of duties.

Key Responsibilities

- Maintain and care for floors, carpet and upholstery by performing routine and periodic maintenance following established procedures, according to type and condition.
- Remove and replace furniture and objects before and after floor care when necessary.
- Transport equipment to jobsite and maintain equipment in safe and clean condition.
- Assure availability of necessary materials and equipment and provide for proper storage. Collect needed materials, mix cleaning solutions and/or handle chemicals as necessary. Collect equipment and proper attachments for use and clean after use.
- Respond to building and weather related emergencies which may include snow and ice removal. Handle special event setups.
- May assist with organizing and assigning daily work to subordinates based on priorities and work load distribution. Train workers as necessary in the use of materials, equipment, methods, solutions, procedures and safety regulations.
- Perform other duties as assigned.

Supervision Received
Under general supervision, receives verbal and/or written instructions as needed for work to be performed.

Supervision Exercised
Functional supervision may be exercised over custodians and floor care staff.

Qualifications
A job offer for this position is contingent on passing a physical examination to determine if the candidate possesses the physical capabilities necessary to perform the essential functions.

- High school diploma or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.

Job responsibilities listed herein are a general description of typical job duties, responsibilities, qualifications, and physical demands of the incumbents but should not be considered all-encompassing as actual responsibilities may additionally include other duties as assigned.
- One year of experience in custodial work with significant work experience in handling various floor maintenance processes including stripping, sealing and finishing floors, spray buffing or burnishing floors, shampooing or extracting carpets, and the operation of various floor machines including buffers, burnishers, scrubbers and extractors, is required.
- Ability to read and write and comprehend typical communications with supervisors and management.
- Demonstrated ability to identify problems, recommend solutions, effectively convey and receive information, and make efficient and effective operational decisions.
- Able to demonstrate proper floor care and carpet cleaning procedures and demonstrate skills with equipment assigned to the classification.
- A valid driver’s license which will allow the legal operation of a motor vehicle in the State of Missouri is required.
- Ability on a daily basis to:
  - Grasp, pick-up, carry and set down objects of medium weight (25-50 lbs.)
  - Climb and work from steps and ladders
  - Grasps broom, mop and equipment handles and maneuver necessary equipment and related controls and switches
  - Work around dust and cleaning chemicals
**UNIVERSITY OF MISSOURI SYSTEM**

**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Global Title:</th>
<th>Small Equipment Mechanic</th>
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</table>

**Position Title:**

**Job Code:** 9823

**Basic Function and Responsibility**

> Assemble, repair and maintain various custodial equipment.

**Key Responsibilities**

- Assemble and check equipment (e.g., ultra high speed burnishing equipment, vacuum cleaners, buffers, carpet cleaners and related equipment) when received. Troubleshoot and repair equipment involving electrical and pneumatic systems, balancing R.P.M.‘s between two brush drive motors, adjusting chain tensions on traverse motors, checking motor brushes, bearings, solenoids, resistors, and other electrical devices and repairing or replacing as necessary.
- Troubleshoot and repair motors, electrical circuits, pressure gauges, bypass valves, gear drives, belt drives, pumps, spray nozzles, etc.
- Check and replace belts, bearings, brushes, bags and casters; check and repair or replace controls such as pressure bypass valves, switches and water level controls.
- Perform preventive maintenance on all custodial equipment, including replace brushes, rollers, etc.; lubricate equipment, adjust belts and pulley tensions, etc.
- Perform other duties as assigned.

**Supervision Received**

> Administrative supervision is received from a designated supervisor.

**Supervision Exercised**

> No supervision is exercised.

**Qualifications**

- A high school diploma or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- One year trade school or apprenticeship as an electrician or in electrical motor repair.
- Two years of experience in repair of custodial equipment.

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Job responsibilities listed herein are a general description of typical job duties, responsibilities, qualifications, and physical demands of the incumbents but should not be considered all-encompassing as actual responsibilities may additionally include other duties as assigned.

Hulett, Debora | UNIVERSITY OF MISSOURI
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Minimum Hourly Rate</th>
<th>Maximum Hourly Rate</th>
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<tbody>
<tr>
<td>Custodian I</td>
<td>16.92</td>
<td>30.68</td>
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<tr>
<td>Custodian II</td>
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<td>CSM Associate II</td>
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<tr>
<td>Floor Care Tech</td>
<td>11.7</td>
<td>18.72</td>
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<tr>
<td>Small Equipment Mechanic</td>
<td>15.72</td>
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