

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Building Services Worker 1/LC (BSWLC)

I. JOB INFORMATION

Job Title: Building Services Worker 1/LC (BSWLC)

Job Class: 75082 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general supervision performs general maintenance functions associated with cleaning, and basic maintenance and repair. Responsibilities also include mixing cleaning chemicals, moving furniture, minor maintenance, mail delivery and unloading trucks.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Cleans offices, classrooms, laboratories, cafeterias, restrooms and washes blackboards. Washes and cleans windows and walls. Sanitizes restrooms and fixtures. Properly handles and mixes cleaning chemicals. Collects and disposes of trash.**
- **Performs shower scrubbing and total floor refinishing including dust mopping, vacuuming, carpet shampooing, wet mopping, edge cleaning, and all other phases of cleaning. Operates cleaning equipment such as buffers, scrubbers, and burnishes.**
- **Cleans carts and equipment, stocks supplies, and completes various equipment preventive maintenance.**
- **Performs basic maintenance and repair work including electrical and plumbing duties. May move furniture, unload trucks and deliver mail.**
- **Responsible for the security of buildings; duties include locking doors, setting alarm systems, monitoring parking lots and issuing tickets.**
- **Performs seasonal grounds maintenance duties, to include snow removal.**

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

One year of part-time experience as an educational, commercial, industrial or medical custodial worker is required. Knowledge of cleaning techniques, products and equipment, safe lifting procedures and techniques, and basic equipment operation is required. Experience or formal training in building maintenance is required. Must be able to read, write and comprehend common vocabulary.

V. WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. There are conditions, equipment and materials present which require proper handling to ensure safety. Any combination of overtime, shift work, weekend and holiday work may be required.

VI. WSU TESTING/EXAMINATIONS REQUIRED

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

- Must currently have possessed a valid U.S. driver's license for at least one year*.
- A Forklift Operator license/certification is required within sixty (60) days of employment in this position. The license/certification that pertains to this job must be obtained after initial employment or promotion. In the case of initial employment, failure to obtain said license/certification within the time limits stated shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.

*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.