

JOB INFORMATION

Job Code	NA15A
Job Description Title	Bldg Specialist I
Pay Grade	FM05
Range Minimum	\$28,250
33rd %	\$31,550
Range Midpoint	\$33,200
67th %	\$34,840
Range Maximum	\$38,140
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/9/2011

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Environmental Services

JOB SUMMARY

Assists in the organization and set-up of events at various locations at the University and performs cleaning services at those facilities.

RESPONSIBILITIES

- Assists in the organization and set-up of events at various locations at the University to include, but not limited to the set-up and breakdown of tables, chairs, audio visual equipment, tents and other specialized items.
- Performs general custodial and/or housekeeping duties at building facilities to accommodate event guests.
- Identifies and reports maintenance problems.
- May stock supply closets at various locations by ordering, receiving, and verifying delivery of supplies from outside vendors.
- May operate commercial laundry facilities.
- May operate support machinery to include, but not limited to service vehicles, lift devices, and various power and floor maintenance tools.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Ability to read and write	Some reading and writing	And	0 years of	Experience in custodial floor care techniques	

Substitutions Allowed for Experience Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Follows detailed instructions and procedures.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting	X					
Climbing				X		
Stooping/ Kneeling/ Crouching					X	
Reaching					X	
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.