

## WESTERN MICHIGAN UNIVERSITY

**Title:** Building Projects Specialist

**Grade:** M-4

### **Functions and Responsibilities:**

This position provides custodial services, restorative floorwork, room set ups for conferences, workshops, receptions, banquets, events and other programs at Heritage Hall, and provides support services required to maintain the interior and exterior conditions for assigned areas/departments of the University. This position receives work direction from the Supervisor, Managers, Associate Director, and the Director of Custodial Services.

The incumbent is able to perform all work encompassed in the custodian, Floor Technician, and campus-wide custodian job descriptions. The position may be assigned certain non-technical job duties in the House Staff job description. The position is primarily assigned the following Special Projects work.

- Clean and maintain interior and exterior structural features such as brick, concrete, glass, and wood.
- Power washing: May need to use lifts and 24-foot extension powered poles at times to complete this assigned task. Power washing areas include sidewalks, retaining walls, facades, high beams, high windows, stadium seating, pool decks, bus stops, courtyards, awning, parking ramps, interior and exterior stairwell, water fountains, alcoves, patios, balconies, flagpoles, sign structures, elevator shafts with visible windows and walls ball pits, and all other building structures or outdoor structures as assigned by supervision
- Window Washing: May need to use high lifts, and high water pole systems, extension poles, and other window washing equipment to complete this assigned task.
- Room Set-Ups: This position sets up rooms in accordance with written instructions/specifications, room diagrams and/ or oral instructions received from supervisory personnel directly or via electronic device. Room set ups may include moving items such as wall partitions, tables, chairs, lecterns, projector screens, chalkboards, or furniture within the assigned room, or up and down stairs for storage.
- Floor care: This position strips and refinishes all hard floor surfaces in assigned University facilities including Auxiliary buildings, athletic facilities, instructional, administrative facilities, and properties. The incumbent strips wood, cement, terrazzo, slate, marble, marly, LVT, VT, SVT, linoleum and any other surface horizontal and vertical. This position utilizes several chemical agents, wire, screen, hard bond metal, wire brushes, Zimgrit brushes, stripping pads including hi-pro, scraper-plates, trizact discs, as appropriate for given flooring. This position seals and refinishes floors with urethane, epoxy, and /or water-based sealers and finishes. This position cleans floors and related surfaces, using wet/dry vac, Kaizen machines, square buffer, rotary buffers, automotive floor machines, grinding machines, low pressure steam machines, and pressure washers.

This position may also operate sanders as required and as appropriate to the incumbent's training and experience. This position also utilizes power hand tools, angle grinders, and oscillation tools while performing floor work, grinding, and cleaning.

- High dusting: use lifts, and other equipment such as leaf blowers and vacuums, air compressors and any other equipment needed for the assigned task. This position washes walls, divider nets, climbing walls, grated walls, and windows inside and out employing such equipment as high-pressure sprayers, window washers, brushes, special squeegees, scaffolds and ladders of at least 25 feet and lifts up to 100 feet.
- Lightbulb changing: This position is responsible for changing high and low light fixtures, mass re-lamping, cleaning out lenses, replacing broken light lenses using a power screwdriver, articulating lifts, telescopic boom lifts, scissor lifts up to 100 feet, scaffold, stair ladders, extension ladders ranging from 6 to 25 feet.
- Special and Emergency: this position may be dispatched in response to special emergency requests for custodial services. This position may be required to contain/remove/post clean floods, graffiti, spills, and utilize electro mist, microbial care, Clorox 360 spraying disinfectant, and any other disinfectant required to clean assigned University buildings, areas, and vehicles.
- This position cleans/spot clean carpets and upholstery.
- This position may be assigned to perform complete cleaning and disinfecting of restrooms, showers, and kitchen areas. This position cleans fireplaces and removes and replaces shower curtains and drapes. This position dusts, cleans and polishes all furniture and fixtures, and cleans mirrors, and showcases.
- This position removes snow and ice from porches, verandas, walks, stadium seating, awnings, and solar panels as directed by supervisory personnel, using appropriate tools and equipment, including snow shovels and ice spuds.
- Project cleaning and prepping for renovations.

#### **Equipment and Materials Used and Operated:**

The incumbent may use all equipment and materials encompassed in the custodian, Floor Technician, and Campus-wide custodian, and certain non-technical equipment and tools used in the House Staff job descriptions as well as the following Special Project equipment:

- Articulating, Telescopic boom, and Scissor lifts (Training and Certification is required), scaffolds, Specialty ladders, and ladders up to 100 feet.
- Floor grinding machines, autoscrubbers, riding burnisher, walk behind floor machines hand buffers square buffers, rodies, carpet cleaning machines, kaizens, kai-vacs, wet/ dry vacs, hand grinders, motor vehicles with hydraulic lifts.
- Power Washers, low pressure steam cleaners, and high pressure sprayers, and power washer guns up to 24 Foot in length, air compressors, drills and leaf blowers.
- Water fed telescopic poles ranging up to 100 feet, special squeegees for windows and floors. Pressure washers (electric and gas), surface disc, portable water trailer (water buffalo). Brushes and special squeegees.
- Operates a motor vehicle with hydraulic liftgate to transport equipment

- Transporting Duramats weighing up to 100 pounds with or without assistance.

In absence of a lead person, this position maintains the level of supplies and submits supply/work orders a service request. The incumbent maintains the custodial closets, supply closets, and equipment in a neat, clean and orderly condition. This position performs all work in accordance with established safety practices and with instructions/training received from supervisory personnel. The incumbent must wear substation shoes at all times; must wear safety goggles when pouring cleaning stripping compounds and other chemical; and must wear safety goggles and a hard hat when changing light bulbs and florescent tubes in ceiling and hanging fixtures. The incumbent must comply with all OSHA/MIOSHA rules and regulations governing the use and storage of cleaning compounds and other floor stripping/refinishing and custodial supplies and electrical equipment. The incumbent will be fitted for and will be required to use special safety equipment, including respirators, as directed by supervisory personnel. As directed by the Supervisor, the incumbent may provide work direction for student employees. This position performs additional duties as requested by supervisory personnel.

### **Qualifications:**

The incumbent must be able read and comprehend written instructions, and printed or hand drawn diagrams and safety regulations governing the performance of job duties, and must be able to understand and comply with oral instructions. Sufficient writing ability to prepare and submit supply and work orders is required.

Possession of a valid Michigan's driver's license is required for operation of any assigned vehicle used to transport tools, supplies, materials, and equipment between work sites. The incumbent must be trained and certified for lift and ladder; receive respirator training; electrical hazard awareness training; asbestos and chemical training; harness and lanyard training.

Must have the ability to familiarize themselves with electronic communication devices for work orders and other communications.

In order to perform the essential functions of the job, the incumbent must be able to raise 50 lbs dead weight to a height of four (4) feet with or without mechanical assistance, and must be able to transport supplies and equipment weighing up to 50 lbs up and down stairs. The incumbent must be able to bear weight in a standing and kneeling position, and must be able to push/pull mechanical devices carrying loads up to 1, 000 lbs. a distance of 0.5 mile in order to move floor stripping and refinishing and custodial equipment and supplies from loading docks and supply closets to areas to be refinished/cleaned. Stripping and sealing floors and other floor maintenance and custodial task require the incumbent to descend and ascend from floor level to a height of 48" (four feet) at least 250 times per day. The incumbent must be able to move, manipulate and maneuver equipment. The incumbent must be able to work above shoulder level for 5-6 hours per day while using window-washing equipment, high dusting equipment and light changing.

The incumbent must be able to ascend ladders and scaffolding to a height of at least of twenty-five (25) feet, and up to 100 feet using high lifts. Incumbent must also be able to change light bulbs and florescent tubes, clean light diffusers, and wash walls and windows while positioned on a

ladder, lifts or scaffolding. The incumbent must be able to move forward, backward and sideways while operating mechanical devices and self-propelled electrically powered equipment and while utilizing mops, brooms and other cleaning tools. The incumbent must be able to traverse a minimum distance of five (5) miles per day in the process of covering the assigned work area. The incumbent must be able to move backwards and forward while simultaneously looking upwards when operating window washing equipment, and other equipment.

The incumbent must be able to tolerate exposure to the full range of weather conditions, rain, snow, and both hot and cold temperatures. They will also follow guidelines for heat stress when notified of the conditions.

The incumbent also participates in annual audiometric exams as a part of our hearing conservation program due to their exposure to the loud equipment they operate.

A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job and/or to identify the need for a reasonable job accommodation.