

Edison State Community College invites qualified candidates to apply for the full-time position of Facilities Services Technician. This full-time position will be 3rd shift. The job of Facilities Services Technician exists for the purpose of maintaining an attractive, sanitary and safe facility for students, staff and the public. This is a multifunctional position. Under general direction, performs semi-skilled and skilled custodial services in keeping assigned areas clean, orderly and secure. The technician must assist with the setup of facilities for meetings, classrooms, conferences, events, etc. The technician must work under widely varying time constraints. The technician must ensure that all activities are performed around school schedules and site meetings.

To be considered, candidates should include cover letter, resume, and three professional references when completing their online application.

Edison State Community College is an EOE/AA Employer.

Functional Responsibilities:

Sanitation:

- Vacuums, sweeps, scrubs, mops and clean floors.
- Empties trash and changes trash liners from containers inside and outside.
- Sanitizes restrooms, disinfects toilets, urinals, sinks, and drinking fountains.
- Refills toilet paper, paper towels, soap dispensers, clean mirrors, clean countertops.
- Cleans and polishes mirrors, chrome and partitions in restroom areas.
- Dusts, cleans and polishes countertops, woodwork, blinds, light fixtures, vents, chalkboards, whiteboards and display cases.
- Cleans and dusts areas such as classrooms, offices, suites, work areas, kitchens, laboratories, locker rooms, gymnasium, restrooms, stairways, corridors and elevator.
- Cleans walls, carpet and floors as needed.
- Responds to emergency cleanups such as spills and clogged drains.
- Shampoos carpets.
- Washes windows inside and outside.
- Performs major indoor and outdoor cleaning of walls.
- Dust and polishes furniture.
- Move equipment and furniture when performing cleaning duties.
- Moves furniture, equipment, supplies and tools on an incidental basis.

Minor repairs:

- Identifies and reports the need for major repairs to supervisor.
- Replaces light bulbs.
- Perform basic minor repairs when necessary.

Safety:

- Reports and removes any safety hazards.
- Reads and interprets safety labels.
- Understands and follows safety procedures.
- Attend safety meetings, safety training and other related meetings as required.
- Safely operate all vehicles and other job related equipment.
- Takes classes when required (i.e. First Aid, CPR).
- Communicate with fire and police personnel as needed.

Site Support:

- Removes snow, ice or debris from sidewalks using hand-operated tools and equipment.
- Arranges tables, chairs and equipment for meetings and events as needed
- Moves and/or relocates furniture and other items when necessary.

Supply/inventory Control and Distribution:

- Requisitions all custodial supplies and equipment in a timely manner to ensure adequate supplies and levels are available to perform custodial duties.
- Organizes and stores equipment and supplies.
- Refills all supplies and paper products in restrooms.
- Distributes requested supplies to staff.
- Maintains service rooms and storage areas in a clean and orderly manner.

Misc.:

- Daily routine inspections of work areas.
- Adjust, clean and oil cleaners and scrubbers and change brushes, pads, rollers buffers and other attachments.
- Perform related and all other duties as assigned.
- Occasionally required to work under inclement weather conditions.
- Must be willing to work a flexible schedule as needed to support campus activities.

Required Knowledge, Skills and Personal Qualifications:

- Must have the ability to communicate effectively in both oral and written form, including the use of 2-way radios.
- Read, understand and follow instructions, schedules and safety label directions.
- Operate a variety of cleaning and maintenance equipment in a safe manner.
- Work independently with minimal supervision.
- Organize and prioritize tasks to meet cleaning schedules.
- Perform the physical requirements of the position which include but are not limited to lifting up to 50 lbs. unassisted, bending, standing, climbing or walking.

- May be required to drive campus vehicles.

Required Experience:

Minimum 6 months experience which demonstrates ability to perform the duties as described. A typical qualifying background would include prior experience and/or training in maintenance work. The best candidate for the position is one who takes initiative, ownership, and pride in their work.

Willing to Learn:

- Operating a floor scrubber, ride and walk behind.
- Knowledge of waxing and buffing floors.
- Knowledge of fixing and repairing these items if needed.
- Ability to clean scrubbers and change brushes, pads, rollers, buffers, and other attachments.
- Experience with plowing snow.

Required Education:

High School Diploma

Misc:

The position rate is \$18.35 per hour with a \$1.00 per hour shift differential.

Schedule:

3rd shift: 11:00 p.m. to 7:30 a.m. Sunday thru Thursday.

Supervises Following Staff:

None

Other:

Must possess a valid Ohio Driver's License.

Must be able to pass a drug test.

Position may require annual/random drug screen/MVR and driver training.