

Facilities Services Technician 2nd Shift

Edison State Community College invites qualified candidates to apply for the full-time position of Facilities Services Technician 2nd shift. The Facilities Services Technician 2nd shift supports the daily operation of the College by helping maintain clean, safe, sanitary, and welcoming facilities for students, employees, and visitors. This role is primarily responsible for custodial and facility care duties, including routine cleaning, sanitation, floor care, waste removal, and facility inspections.

Working under general supervision, the technician maintains assigned areas, supports campus events through setup and teardown, performs minor building repairs, assists with snow removal and exterior appearance, and responds to facility needs as they arise. Through dependable service and attention to detail, this position helps ensure College facilities remain attractive, functional, and prepared for daily operations, special events, and community use.

To be considered, candidates should include cover letter, resume, and list of education/work experience, including job titles in chronological order when completing their online application.

Edison State Community College is an EOE/AA Employer.

Functional Responsibilities:

Custodial and Facility Cleaning

- Maintain classrooms, offices, conference rooms, restrooms, hallways, entrances, common areas, breakrooms, and other campus facilities in a clean, orderly, and welcoming condition.
- Vacuum, sweep, dust, mop, scrub, and sanitize floors and surfaces.
- Empty trash and recycling containers, replace liners, and remove waste from interior and exterior collection points.
- Clean and disinfect restrooms, including toilets, urinals, sinks, partitions, mirrors, drinking fountains, and related fixtures.
- Replenish restroom and cleaning supplies, including paper products, soap, and sanitizing materials.
- Clean windows, glass surfaces, walls, doors, furniture, and other building fixtures.
- Perform floor care activities including carpet cleaning, floor scrubbing, stripping, waxing, and buffing.
- Respond to emergency cleanups involving spills, weather-related conditions, or sanitation concerns.
- Conduct routine inspections of assigned areas and promptly identify cleanliness, maintenance, or safety concerns.
- Maintain service rooms, storage areas, and custodial equipment in a clean and organized condition.

Minor Facility Repairs and Building Support

Perform basic facility repairs and maintenance tasks, including:

- Replace light bulbs and lighting components.
- Replace ceiling tiles.
- Adjust door hardware and fixtures.
- Complete other minor repairs as assigned.
- Identify and report major maintenance needs, equipment failures, or facility deficiencies to the appropriate supervisor.
- Assist maintenance personnel with projects and repairs as needed.
- Safely operate custodial and maintenance equipment used in daily operations.

Event and Facility Setup Support

- Set up and tear down tables, chairs, podiums, equipment, staging, and furnishings for meetings, classes, conferences, and special events.
- Arrange classrooms, meeting spaces, and event venues according to approved setup requests.
- Move furniture, equipment, supplies, and materials throughout campus as needed.
- Inspect event areas before and after events to ensure spaces are clean, safe, and properly prepared.
- Provide responsive support for campus activities, special programs, and community events.

Grounds and Exterior Appearance

- Remove litter and debris from sidewalks, entrances, parking lots, and outdoor areas.

- Assist with snow and ice removal from sidewalks, building entrances, and pedestrian pathways.
- Perform minor outdoor cleaning and appearance-related tasks.
- Assist with seasonal campus cleanup activities.

Safety and Compliance

- Identify, report, and assist in correcting safety hazards.
- Follow all College safety procedures and operational guidelines.
- Attend required safety meetings, training sessions, and departmental meetings.
- Safely operate equipment, tools, vehicles, and machinery used in assigned duties.
- Utilize required personal protective equipment (PPE).
- Read and follow safety labels, operating procedures, and cleaning instructions.

Inventory and Equipment Management

- Monitor inventories of custodial supplies and materials.
- Request supplies and equipment in a timely manner to support uninterrupted operations.
- Maintain cleaning equipment and perform routine inspections and minor adjustments.
- Properly organize, store, and secure custodial equipment and supplies.

Other Duties

- Respond to facility-related service requests and operational needs.
- Contribute to departmental initiatives and campus improvement efforts.
- Work both indoors and outdoors in varying environmental conditions.
- Work flexible hours as required to support special events, emergencies, or operational needs.
- Perform other related duties as assigned.

Required Knowledge, Skills, Personal Qualifications & Abilities:

- Knowledge of custodial cleaning methods, sanitation practices, and facility care procedures.
- Ability to safely operate custodial equipment including floor scrubbers, vacuums, buffers, and related equipment.
- Ability to perform minor facility repairs and maintenance tasks.
- Ability to follow cleaning schedules, work orders, safety procedures, and written instructions.
- Ability to communicate professionally and effectively, both verbally and in writing, including the use of two-way radios.
- Ability to work independently with minimal supervision.
- Ability to organize and prioritize work assignments effectively.

- Ability to establish and maintain positive, service-oriented working relationships with students, employees, visitors, and other campus stakeholders.
- Ability to perform physical duties, including lifting up to 50 pounds unassisted; bending; kneeling; climbing ladders; standing; walking; and moving furniture and equipment.
- Ability to operate College vehicles when required.

Required Educational Background:

- High School Diploma or GED required.

Required Experience:

- Minimum of six (6) months of experience in custodial services, facility cleaning, building maintenance, or a related field is required.
- Experience operating floor care and custodial equipment preferred.
- Experience performing minor facility repairs preferred.
- Experience supporting event setups and furniture moves preferred.

Additional Requirements:

- Must possess and maintain a valid Ohio Driver's License.
- Must be able to pass a pre-employment drug screening.
- May be subject to annual or random drug screenings, driver training, and motor vehicle record (MVR) reviews.
- Basic computer skills are preferred.

- Must be available to work occasional evenings, weekends, holidays, and emergency call-ins as required.

Physical and Working Conditions:

This position requires frequent standing, walking, bending, kneeling, climbing, lifting, carrying, pushing, pulling, and moving furniture or equipment. Work is performed primarily indoors, with occasional outdoor responsibilities related to snow removal, event support, and campus appearance. The role may involve exposure to cleaning chemicals, dust, noise, varying temperatures, and other environmental conditions associated with custodial and facility operations.

Schedule:

2nd shift: Monday through Thursday, 3:00p.m. to 11:30p.m.,
Friday, 9:30a.m. to 6:00p.m.

Supervisory Following Staff:

None.