Bemidji State University and Northwest Technical College invites
Applications for the position of:

Central Services Administrative Specialist

AFSCME JOB POSTING

CLASSIFICATION: Central Services Administrative Specialist (0139950)

OPENING DATE: December 26, 2018

CLOSING DATE: January 15, 2019

POSITION LOCATION: Academic Buildings

WORK DAYS & HOURS: Mon-Fri 10am-6:30pm (Unlimited Full Time)

POSITION PURPOSE

The primary purpose and function of this position is to expedite the moving of equipment and supplies for Bemidji State University and Northwest Technical College. This position will be responsible for driving a state vehicle at times; incumbent must possess a valid driver’s license and be able to pass a driving history background check.

PRINCIPLE RESPONSIBILITIES:

1. **Move and/or arrange office facilities.** Move office contents from one room to another or from one building to another. Moves may include desks, chairs, file cabinets, computers, boxes of books miscellaneous items including personal items which have been properly packed to prevent damage. Rearrange furniture and items to requestor’s specifications. Ensure that the building that the move started from and the building where the move ended are secure prior to departing. Deliver damaged equipment to the maintenance shop for repair and then return equipment to appropriate area when repair is completed. Furniture, chairs, beds, stoves, etc. will be moved to specified locations when requested by memo or orally from Supervisor. Take soiled laundry to be cleaned and pick up and return when done. Routine maintenance on the delivery van to include keeping windows and mirrors clean. Keeping the cab of the van clean. Keeping the cargo area of the delivery van clean and free of clutter. Check fluid levels and tire pressure weekly to ensure safe and dependable operation of the delivery van.

2. **Assist with Campus Delivery, Central Receiving, and Warehouse operations.** Provide delivery of freight and supplies to all departments on the BSU and NTC campuses and process appropriate paperwork associated with such deliveries. Ensure that Logistics warehouse operations function smoothly and efficiently. Maintain and clean equipment and facilities, including snow/ice removal. Obtain forklift and powered pallet-jack training and trainer certification and keep certification current; provide training to other Logistics personnel. End result: Logistics warehouse operations function smoothly and efficiently, equipment is properly maintained, and facilities are organized and neat. Warehouse approach is free of snow and ice.

3. **Assist with Campus Delivery, Central Receiving, and Warehouse operations.** Assist with and provide coverage of central receiving functions daily and in the absence of co-workers, including: receipt, inspection and approval/disapproval of goods shipped to BSU/NTC and subsequent log-in and routing of goods, following all Minnesota Sate and BSU/NTC policies and protocol. Purchase orders are printed and filed. Maintain courteous relationships with all delivery vendors.

4. **Event Set Up:** assemble and set up sound shells, staging, tables, chairs, and other related equipment for any campus event requiring such set up. Disassemble all equipment after event is done and return equipment to storage. Some set ups can be at locations other BSU such as Bemidji Public Schools, Bemidji armory, and the Sanford Center. These set ups are at the discretion of the appointing authority.

5. **Perform janitor duties in assigned buildings.** To clean offices, offices corridors, class, study and practice rooms,
faculty and staff lounges, conference rooms, hallways, stairways, elevators, entrances, auditoriums, tunnel areas, laboratories and all other rooms so that the assigned area is maintained in a sanitary condition. Vacuum all necessary areas. Sweep, dust and mop as needed all floors, walls, doors and entrances. Empty and clean all outdoor trash receptacles and wastebaskets, replace liners. Sanitize floors, walls, mirrors, sinks, urinals, toilet bowls and drinking fountains. Replace paper towels, toilet paper, soap and sanitary bags daily. Replace light bulbs when needed. Place work orders in a timely matter when a repair is needed.

6. **Recycling.** Pickup and delivery of recycling material, fluorescent light bulbs, cardboard etc. from all buildings. Recycling materials will be delivered to Waste Management or other locations when specified. Return empty Recycling bins to previous locations.

7. **Additional Duties:** Perform all other duties as assigned by Supervisor

**MINIMUM QUALIFICATIONS:**
- Ability to use customer service skills on the phone, in person, and online to provide general and specialized office support (this requires common courtesy, tact, interest in positive problem solving, empathy, and the ability to organize ideas logically.)
- Skill in bookkeeping sufficient to post data and maintain records concerning costs of goods and services and shipment of goods.
- Ability to use customer service skills on the phone, in person, and online to provide general and specialized office support (this requires common courtesy, tact, interest in positive problem solving, empathy, and the ability to organize ideas logically.)
- Leadwork skills sufficient to train and guide the work assignments of student workers.
- Skill in bookkeeping sufficient to post data and maintain records concerning costs of goods and services and shipment of goods.
- Knowledge of different types of flooring/floor covering sufficient to determine proper methods of maintenance and appropriate cleaning methods, materials, agents and equipment.
- Experience with chemical cleaning agents such as ammonia, bleaches, scouring agents and soaps sufficient to appropriately select the agent(s) handle and apply, and dispose of safely or the ability to learn about them.
- Knowledge of methods, tools, and equipment used in maintenance sufficient to operate and use them effectively and make minor repairs.

**PREFERRED QUALIFICATIONS:**
- High School Diploma or GED.
- Experience in using pallet jacks, hydraulic lifts, loading and unloading freight and supplies
- Experience in operating a Bobcat
- Forklift certification
- Six months or more related experience.
- English sufficient to read and understand operational manuals.
- Good client/customer service skills.
- Mechanical ability

**ADDITIONAL REQUIREMENTS:**
- Must possess valid driver’s license and have satisfactory driving record to pass a driving history background check.

**ENVIRONMENTAL CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of his job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee performs majority of duties in offices, conference and meeting rooms, university buildings and outdoors. This position is exposed to extreme temperatures, inclement weather, cleaning chemicals and their fumes, dust, dirt, confined areas and high places as required by maintenance tasks, and noise form air handlers, electrical switching panels, lawn mower, and snow blower. Safety precautions are to be adhered to at all times. Incumbent may work extended and evening hours during various days of the week.
PHYSICAL FACTORS:
- Constant: Close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Stand; walk, use hands to finger, or feel; reach with hands and arms; climb or balance and push, pull, stoop, kneel, crouch or crawl.
- Occasional: Sit, talk or hear, and utilize sense of smell. Lift and/move up to 50 pounds.

APPLICATION INFORMATION:
Apply for Vacancy Posting 28852 On the Minnesota Management and Budget website: http://mn.gov/mmb/careers/

If you are unable to apply online, please contact the job information line at 651.259.3637. For additional information about the application process, go to http://www.mn.gov/careers

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safely Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.