Bemidji State University and Northwest Technical College invite applications for the position of:

**Custodian**

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**AFSCME JOB POSTING**

**CLASSIFICATION:** General Maintenance Worker (00139350)

**OPENING DATE:** September 23, 2019

**BID CLOSING DATE:** September 30, 2019 at 4:30 p.m.

**CLOSING DATE:** October 8, 2019 at 11:59 p.m.

**POSITION LOCATION:** Hobson Memorial Union at Bemidji State University

**WORK DAYS & HOURS:** Unlimited Full-time; Monday-Thursday 3:00-11:30 p.m.; Friday 1:30-10:00 p.m.

**POSITION PURPOSE**

This general maintenance position will provide daily cleaning and maintenance services for Hobson Memorial Union at Bemidji State University.

Job offer is contingent on a successful criminal background check conducted through the MN Bureau of Criminal Apprehension.

**PRINCIPLE RESPONSIBILITIES AND RESULTS**

1. Perform general maintenance and cleaning to include, but not limited to, elevators, kitchens, hallways, lobbies, lounges, restrooms, corridors, stairways, offices, closets, supply rooms, storage rooms, public areas, basements, tunnels in Hobson Union and other work areas as assigned. Perform detailed cleaning and maintenance of Hobson Union. Other duties include, vacuuming, cleaning rugs and upholstery, mopping, sweeping, stripping and waxing floors, changing light bulbs, emptying trash and recycle containers, washing walls and polishing other surfaces, washing windows, snow removal and performing monthly check on fire extinguishers.

   **Priority:** Essential
   **Percent of Time:** 35%
   **Discretion:** A

2. Set up and arrange chairs, tables, and various other equipment in conference and meeting rooms to accommodate special requests and events. Assist moving crew or delivery van driver when requested. Perform various seasonal assigned tasks as needed, including snow removal.

   **Priority:** Essential
   **Percent of Time:** 25%
   **Discretion:** A

3. Monitor building integrity and condition and perform general maintenance duties as necessary. Maintain serviceability of all equipment and tools, notify supervisory of need for replacement of equipment and supplies. Operate custodial equipment, such as industrial sweepers, and use a variety of cleaning and sanitizing agents in performing tasks as necessary. Notify supervisor of need for replacement of equipment and supplies.

   **Priority:** Essential
   **Percent of Time:** 20%
   **Discretion:** A
4. Maintain proper labeling, dilution, and understand use of all chemical and cleaning products. Wear personal protective equipment. Adhere to safety regulations so that the University is in compliance with federal, state, and local regulations and codes. Apply knowledge of applicable safety precautions and procedures. Secure work area as required.

| Priority: Essential | Percent of Time: 20% | Discretion: A |

**Priority:** Essential=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; Secondary=if not essential, then responsibility is secondary;

**Discretion (optional):** A=Employee investigates situations, makes decisions, takes appropriate action reports by exception and through normal review processes; B=...reports to supervisor immediately after action is taken; C=...makes decisions with supervisor....reports to supervisor immediately after action is taken; D=Employee discusses situations with supervisor before investigation, makes decisions with supervisor, takes appropriate action, and reports to supervisor immediately after action is taken.

**MINIMUM QUALIFICATIONS:** (To facilitate proper crediting, please ensure that your application / resume clearly demonstrate fulfillment of the following minimum qualifications.)

- Knowledge and experience working with different types of flooring/floor covering and the ability to determine proper methods of maintenance, appropriate cleaning methods, materials, agents and equipment
- Knowledge of chemical cleaning agents such as ammonia, bleaches, scouring agents and soaps and the ability to appropriately select the agent(s), handle and apply them, and dispose of safely
- Knowledge of methods, tools and equipment used in maintenance and the ability to operate and use them effectively to make minor repairs
- Ability to follow simple oral and written instructions, perform assigned tasks with limited work direction, and keep simple records
- Ability to meet the physical health and endurance requirements to perform the work functions.

**PREFERRED QUALIFICATIONS:**

- High School Diploma or GED
- Six months or more related experience
- English sufficient to read and understand operational manuals
- Good communication and interpersonal skills
- Good client/customer service skills
- Prioritize multiple tasks
- Work effectively alone or in a team environment
- Ability and knowledge to use a computer for email and e-time sheets
- Demonstrate a knowledge of, an interest in, or experience with, diverse cultures and populations

**PHYSICAL REQUIREMENTS:**

- Lift and/or move up to 50 pounds.
- Specific vision abilities for this job include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and push, pull, stoop, kneel, crouch or crawl. The employee is required to sit, talk or hear, and utilize his/her sense of smell.

**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.

PCN 00139350
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 from 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.

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**APPLICATION INFORMATION:**

**Internal Bid Process** - Open for Bids from eligible BSU AFSCME members from 9/23-9/30/2019. Any current employee interested in this position and eligible to bid should submit a bid application by 4:30 p.m. on Monday, September 30, 2019, to the Human Resources Office, Deputy 350. This form is found on the Human Resources website at: [https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/](https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/)


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](http://www.mn.gov/careers)

**Note:** Internal bid applications will be considered prior to filling the position via the public application process and, therefore, may be closed due to contractual obligations.

If you have general questions about this posting or submitting an internal bid, contact Teresa Hanson, at [teresa.hanson@bemidjistate.edu](mailto:teresa.hanson@bemidjistate.edu)

If you have questions about the position, contact Nina Johnson at [Nina.Johnson@BemidjiState.edu](mailto:Nina.Johnson@BemidjiState.edu).

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

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*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 (MnSCU) Vehicle Fleet Safety 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.*

PCN 00139350
UNIVERSITY / COMMUNITY
WHY BEMIDJI:

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our websites at:  
http://www.bemidjistate.edu  
https://www.ntcmn.edu/

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

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