



BEMIDJI STATE UNIVERSITY
invites applications for the position of:
**Janitor / General
Maintenance Worker**

AFSCME JOB POSTING

***** 2 POSITIONS TO BE FILLED *****

CLASSIFICATION: General Maintenance Worker (PCNs 00139260, 00139380)

OPENING DATE: May 23, 2022

INTERNAL BID DEADLINE: Tuesday, May 31, 2022, at 4:30 p.m.

CLOSING DATE: Tuesday, June 14, 2022, at 11:59 p.m.

POSITION LOCATION: Academic Buildings at Bemidji State University and Northwest Technical College, if needed

JOB TYPE / SCHEDULE: Unlimited Full-time; Monday - Thursday 3:00 - 11:30 p.m.;
Friday 1:30 - 10:00 p.m.

PAY / SALARY RANGE: Depends on Qualifications; current pay range is \$15.62 - \$22.10 per hour and increases to \$16.01 - \$22.65 per hour effective 7/1/2022; this position also receives an additional +\$0.65/hour for shift differential

BEMIDJI STATE UNIVERSITY (BSU) invites applications to join the Facilities team as a **Janitor / General Maintenance Worker (GMW)**. We're looking to fill two (2) full-time evening shift openings with workers who take pride in their work. These positions are ideal for hard workers that enjoy self-directed work while still being part of a team that is important to keeping the buildings clean, orderly, and safe at BSU. Staff may also be assigned to work at Northwest Technical College (NTC), if needed. Employees working this evening shift receive an additional \$.65/hour for shift differential.

An offer of employment is contingent upon a successful criminal background check conducted through the MN Bureau of Criminal Apprehension.

Responsibilities of the Custodian / GMW include:

- Performing general maintenance and cleaning duties that include, but are not limited to, sweeping, mopping, trash removal, and a variety of other duties consistent with day-to-day cleaning. Other tasks include vacuuming, extracting carpets, cleaning upholstery, stripping and waxing floors, changing light bulbs, emptying recycle containers, washing walls and polishing other surfaces, washing windows, snow removal and performing monthly checks on fire extinguishers and eye wash stations. Percent of Time: 35%
- Maintaining serviceability of all equipment and tools, notifying the supervisor of the need for replacement of equipment and supplies. Operating custodial equipment, such as industrial floor machines, and using a variety of cleaning and sanitizing agents as necessary. Percent of Time: 35%
- Assisting when requested by the supervisor to help set up and clean for events that occur within the

academic work area. Percent of Time: 10%

- Maintaining proper labeling, dilution, and understanding the use of all chemical and cleaning products. Wearing personal protective equipment. Adhering to safety regulations to ensure the University complies with federal, state, and local regulations and codes. Applying knowledge of applicable safety precautions and procedures. Securing work areas as required. Percent of Time: 10%
- Monitoring building integrity and conditions and performing general maintenance duties, as necessary. Informing the supervisor of maintenance, equipment, and supply needs. Percent of Time: 10%

Minimum qualifications for this position include:

- Knowledge of different types of flooring sufficient to determine proper methods of maintenance.
- Knowledge of chemical cleaning agents sufficient to appropriately select the agent(s), handle and apply, and dispose of safely.
- Knowledge of methods, tools, and equipment used in maintenance sufficient to make minor and direct repairs.

Preferred qualifications include:

- Knowledge of State OSHA/Right to know regulations.
- Ability to perform assigned tasks with limited work direction, prioritize work, and be flexible during frequent interruptions.
- Ability to use business software such as email, word processing, internet to access document data and training.
- A demonstrated commitment to the principles of diversity, equity, inclusion, and anti-racism.

To facilitate the review, assessment, and evaluation process, please ensure that your application and/or resume clearly demonstrate fulfillment of these required and preferred qualifications.

Other considerations:

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Employment for this position is covered by the collective bargaining agreement for the **American Federation of State, County & Municipal Employees (AFSCME)** bargaining unit, which can be found at: <https://mn.gov/mmb/employee-relations/labor-relations/labor/afscme.jsp>.
- **Great Benefits Package!** The State of Minnesota offers a comprehensive benefit package including low cost medical and dental insurance, employer paid life insurance, short- and long-term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.
- In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState's vehicle use criteria and consent to a motor vehicle records check annually.
- BSU and NTC are tobacco free workplaces ([see policy](#)).

Physical factors include:

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.

Environmental conditions include: 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 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.

TO APPLY:

Apply for **Vacancy Posting 56047**, on the Minnesota Management and Budget (MMB) 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>.

Internal Bid Process - Open for Bids from eligible AFSCME members from 5/23 – 5/31/2022. Any current employee interested in this position and eligible to bid should submit a [Bid Application](#) by 4:30 p.m. on Tuesday, May 31, 2022, to Melanie Pakonen in the HR office at Melanie.Pakonen@bemidjistate.edu. The bid form may also be found on the [Human Resources website](#).

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

Inquiries about the position:

Sandy Beck
Phone: 218-755-2062
Email: Sandra.Beck@bemidjistate.edu

If you have general questions about this posting or submitting a bid, contact Teresa Hanson at teresa.hanson@bemidjistate.edu.

All employees must comply with department and institution procedures and policies, MinnState 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.

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.

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. 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.

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 [About BSU](#) visit our website at: <http://www.bemidjistate.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](#)

Other Resources:

- Visit Bemidji – <https://www.visitbemidji.com/>
- 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
- Bemidji Area Chamber of Commerce – <https://www.bemidji.org/>
- Explore Minnesota – <https://www.exploreminnesota.com/article/top-things-to-do-bemidji>

Statement of Notice

Bemidji State University prohibits discrimination and sexual violence of any kind. Contact the Center for Civil Rights [Investigation Office](#) if you have concerns regarding discrimination and/or sexual violence. Per [Minnesota State System Procedure 1B.3.1](#), all universities and colleges must provide contact information of their Title IX Coordinator.

Steven D. Parker, Campus Diversity Officer & Title IX Coordinator

Email: TitleIX@bemidjistate.edu

Phone: (218) 755-4121

1500 Birchmont Drive NE, Deputy Hall, Room 211, Bemidji, MN 56601

Bemidji State University and Northwest Technical College are Affirmative Action Equal Opportunity Employers and Educators. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.