

CAMPUS BUILDING SERVICES WORKER

GENERAL STATEMENT:

Performs campus building services for Health Science Center, Kaufman campus including general maintenance and repair of equipment and building systems, light custodial duties as needed, and facilities tasks associated with college events including room or site preparation, set-up, break-down and clean-up.

REPORTS TO:

Director of Building Services (direct report) and/or Provost (dotted line report)

OCCUPATIONAL GROUP:

Security/Custodians/Groundskeepers

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED

LICENSE OR CERTIFICATION:

Valid Texas Driver license without restrictions which could prevent employee from performing duties and responsibilities.

EXPERIENCE:

Two (2) years' experience as a custodian required. Basic physical plant maintenance experience highly preferred. Experience with a commercial cleaning company or educational institution desirable.

OTHER:

Basic physical plant maintenance skills. Knowledge of and ability to safely operate manual and powered cleaning equipment used to clean and maintain all types of surfaces including flooring. Knowledge of and ability to accurately interpret cleaning product labels, and safely and correctly use cleaning products. Basic understanding of Environmental Health and Safety matters. Basic computer skills including ability to use email, navigate basic screen input, and populate electronic forms. Ability to apply time management skills with a focus on productivity. Ability to adapt to change in work direction and priorities easily, quickly and with a positive attitude. Ability to work in a team environment with a focus on customer service and safety, and willingness to proactively assist co-workers, students, faculty and staff.

DUTIES AND RESPONSIBILITIES:

- Perform facilities tasks associated with college events, including room or site preparation, set-up, break-down and clean-up.
- Perform basic electrical, HVAC, plumbing, machinery, equipment, and building maintenance and repairs including light bulb replacements, HVAC filter replacements, and small paint jobs.
- Serve as first point of contact for facilities needs identified by others on campus; receive and process maintenance requests using TVCC's facilities work-order system (School Dude or current system being used by the college) .
- Perform routine preventive maintenance to ensure that building systems operate efficiently, equipment functions properly, and the physical state of buildings is maintained in an acceptable condition.
- Serve as first point of contact for and perform basic incident response tasks in a safe and timely manner, i.e., handling water leaks, glass-breakage, employee or student spills, etc.
- Move and deliver equipment, furniture, tools, supplies, heavy mail and similar items to campus faculty and staff.
- Request that Purchase Requests for parts, supplies, and equipment be submitted by appropriate personnel, or obtain them from storerooms.
- Initiate work orders to repair non-functioning building equipment or unsafe building conditions that require additional knowledge, skill or expertise.
- Complete work-order procedure checklists in an accurate and timely manner.
- Serve as onsite point of contact for Environmental Health and Safety matters such as hazardous materials, chemical spills, etc. Work closely with Provost, AVP of Facilities Management, and third parties to address such matters in a safe, expeditious manner.
- Provide local area delivery and pickup service to bank, post office, etc. for campus staff as requested by Provost.

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- Perform preventive maintenance work and daily preoperational inspection of TVCC fleet vehicles in a safe, efficient and effective manner with a focus on safety of vehicles. Includes fluid and tire pressure level correction, window and windshield cleaning, body cleaning and protection, interior cleaning, and insuring that insurance cards are in vehicles prior to use by college employees.
- Send vehicle trip sheets to Director of Transportation and Logistics.
- Work closely with the Director of Transportation and Logistics to address other campus transportation support needs such as vehicle repairs, and to maintain accurate inventory of college assets.
- Work closely with Energy Education Specialist to improve campus energy efficiency.
- Work closely with Provost to insure all campus facilities needs are met.
- Assist Director of Building Services in the inspection of campus buildings and equipment that require periodic recertification in a timely manner.
- Assist campus security staff with facilities-related safety and security matters including parking management.
- Be familiar with and assist Provost and Director of Public Safety with the implementation of Emergency Preparedness and Response plan should it be required. Post evacuation and inclement weather procedures.
- Assist in other duties as directed by the Director of Building Services, Provost, or other authorized personnel.

PHYSICAL REQUIREMENTS:

- Ability to lift, push, or pull fifty (50) pounds and carry this weight up stairs and for a distance of up to 100 feet.
- Ability to climb ladders and stairs, bend, stoop, or work in high places (e.g., rooftops and lift buckets).
- Ability to handle cleaning products, compounds and chemicals (no allergic sensitivity).
- Ability to work outdoors in inclement weather.
- Ability to work outside of normal work hours including weekends or holidays as needed.
- Ability to travel between campuses and to other local destinations as needed.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 3/5/12
JD511

Revised: 12/7/15