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-INCUMBENT \_\_\_\_\_

CSN

PRESENT CLASSIFICATION Worker, Building Service\_

DATE April 11-12

DEPARTMENT/DIVISION Capital Planning and Service Operations

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**Function**

To provide building service and maintenance support, in a safe, efficient and attractive manner in and around facilities occupied by SIU School of Medicine.

**Organizational Relationship**

The Building Service Worker reports to the Assistant Building and Grounds Supervisor, who in-turn reports to the Building and Grounds Supervisor, who in-turn reports to the Executive Director of Capital Planning and Service Operations.

**Duties and Responsibilities**

The following information is intended to be representative of the work performed by the incumbent in this position and is all inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

- 10%     1.    Care and upkeep of carpeting: Building Service personnel are responsible for vacuuming and/or shampooing carpets within the building, using all equipment specified for this purpose.
  
- 15%     2.    Hard surface areas: Building Service personnel will clean and maintain hard surfaces by wiping, dusting, wet/damp mopping, sealing and waxing, as specified. This will include walkways, stairways, lab areas, exam rooms, and other assigned areas.
  
- 10%     3.    Access Areas: Responsible for upkeep clearing and cleaning of walkways, parking lots, stairs, courtyards and other access areas throughout the School. Also keep these areas clean, dry, and hazard free by removing leaves and assist in the upkeep and maintenance of the campus, by mowing, trimming, watering, and other related duties such as applying chemical agents and sand to melt ice and remove snow as required.
  
- 44%     4.    Disposal: Building Service personnel will dispose of all trash and debris in wastebaskets, ashtrays, and restroom receptacles, recycle containers, and various designated trash items. Deliver biohazard containers to the proper area for disposal.
  
- 05%     5.    Furniture/fixtures: Building Service personnel will clean, dust, and polish all horizontal areas and fixtures such as furniture, venetian blinds and rest room fixtures.
  
- 05%     6.    Wash interior area windows, exterior and entranceway windows on inside, and Other glass as directed.

- 01% 7. Participate in SIUSM, State and Federal mandated training and respond/ act responsibly in compliance with regulatory training. This includes, but not limited to:
- a.) Required to complete annual training for Bloodborne Pathogens and Hazards Communication, indicating with a test score of 80% or greater;
  - b.) Complete required site safety training(i.e. Prevention of Slips, Trips and Falls and Back Safety, etc.) and incorporate learned safety skills into functional daily work activities.
  - c.) Report observed leaks, spills or other releases of potentially hazardous materials to Supervisor, Director of Facilities and Operations, EHSO, or local emergency responders, depending on extent and nature of release. Assist SIUSM oil handling personal to restrict unauthorized access to the impacted areas and inhibit the spread of the release by applying absorbent materials as appropriate and commensurate with training.
  - d.) Demonstrate general knowledge of the school's Spill Prevention and Countermeasure Plan and attend yearly training on plan contents.
- 05% 8. Miscellaneous: Assist building maintenance and security personnel in Emergencies, i.e. floods, emergency evacuations.
- 05% 9. Other duties and responsibilities as assigned.

### **Skills and Abilities**

1. Experience with and working knowledge of machines used in the institutional housekeeping and maintenance processes and ability to provide operator type maintenance.
2. Step-by-step knowledge in cleaning and maintenance procedures to ensure efficiency and quality; i.e. buffing, waxing, drying time, number of coats, etc.

### **Responsibility**

- A. Supervisory Controls – This position reports to the Assistant Buildings and Grounds Supervisor. The Assistant Buildings and Grounds Supervisor delegates work assignments and maintenance requests, provides verbal and written instructions, monitors commodities and equipment use, determines priorities and sets deadlines and guidelines under the general supervision of the Buildings and Grounds Supervisor.
- B. Guidelines – Must work within all safety guidelines specified by OSHA, the Illinois Department of Labor and all safety programs, plans and policies of the SIU-SOM, at all times. Must attend all safety training programs defined by the BSW position.

### **Difficulty**

- A. Complexity – Employee must use common sense, good judgement and discretion in regard to performing his/her duties, yet keep the safety of employees in mind, i.e. use of “wet floor” signs to identify a hazardous condition.

Accurate recollection of departments and room numbers to ensure prompt responses to maintenance requests and assignments.

Must keep abreast of new developments with the School: department location-relocations, changes in rules, regulations, and guidelines.

Risks of the job are limited to normal cleaning tasks and are minimized by careful compliance with guidelines and rules pertaining to the use of machinery and chemicals.

- B. Scope and Effect – This department consists of several Building Service / Grounds employees, who work as a team to attain and maintain the cleaning and upkeep of various facilities needs, fixtures, furniture, hard surfaces, carpets, and grounds to ensure a clean, safe, and healthy environment for the School’s employees and others having access to the School. Unit employees work together to keep the department running smoothly in cases of work overloads, emergencies, and deadlines.

### **Personal Relationships**

Faculty, patients, and staff members within the clinical areas and the School in general.

Visitors, medical students, and various other persons who enter the School to conduct business or have access to the building.

Security personnel, to request keys to restricted and inaccessible areas.

The purpose of these contacts will include questions and answers pertaining to the access and the necessity of moving various items to different areas for the purpose of cleaning accessibility. The contacts help create a better human relations environment throughout the School.

### **Working Conditions**

Employee must show good job performance and knowledge in the use of cleaning equipment, ground equipment, waxing of floors, disposing of debris and trash, and the replacement of light bulbs.

Must have a pleasant attitude and good working relationship with fellow employees.

Must be in good health and physical condition to run machinery and move heavy cleaning and grounds equipment.

Must be able to climb ladders and stairs while performing job responsibilities.

Must have the stamina to move quickly over the entire building during cleaning assignments.

Must have excellent attendance record in order to avoid the increase of the workload upon the others within the department.

See attached Physical and Environment Requirements form.

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Building Service Worker**  
 Position No. (if applicable) **SMS.CSN10520.000** Department: **Capital Planning and Service Operations-SMS**

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input checked="" type="checkbox"/> Warehouse
<input checked="" type="checkbox"/> Research Laboratory	<input checked="" type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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*(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)*

Reading	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling				20 - 40 lbs.	<input type="radio"/>
Carrying			20 - 40 lbs.		<input type="radio"/>
Lifting			20 - 40 lbs.		<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief. I have read, understand and am capable of meeting the physical and environmental demands of this position.