

Maintainer I (2nd Shift) (one or more positions)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=247097>

Downloaded On: Oct. 19, 2024 1:21pm

Posted Oct. 14, 2024, set to expire Nov. 3, 2024

Job Title	Maintainer I (2nd Shift) (one or more positions)
Department	Maintenance/Trades
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Oct. 14, 2024
Application Deadline	11/03/2024
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
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Job Description	

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Maintainer I (2nd Shift) (one or more positions)

Category: Maintenance/Trades

Department: Facilities

Locations: Worcester, MA

Posted:

Closes: 11/3/2024

Type:

Position ID: 182067

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General Statement

Performs general janitorial and custodial work in connection with the cleaning and maintenance of a building, or an assigned area within a building, or a group of buildings; performs related work as required. Incumbents will be designated as Essential Personnel and will perform snow removal activities, and report during weather emergency situations.

Supervision Received

Incumbents of positions at this level receive supervision from employees of a higher grade, who provide instruction, assign work and review performance through verbal reports and visual inspection for compliance with instructions and established standards.

Supervision Exercised

Supervises part time and work study students as assigned.

Duties and Responsibilities

- Cleans campus property such as offices, classrooms, corridors, walls, floors, windows, furniture, woodwork, toilets, lavatories or fixtures by washing, waxing, buffing, sweeping, polishing, dusting or vacuum cleaning; and empties and cleans waste barrels, garbage cans and other waste receptacles.
- Cleans, waxes, polishes and other floor maintenance required to protect finish.
- Washes windows, woodwork, restroom areas and other interior and exterior surfaces.
- Empties and cleans waste containers and other trash receptacles to maintain cleanliness.
- Loads and unloads trucks, moves furniture, also operates dollies and two-wheel hand trucks or other equipment used in furniture moving.
- Operates all types of cleaning equipment required to clean floors and carpets.
- Sets up rooms for meeting functions, banquets, training sessions, etc.
- Locks and unlocks rooms of building as directed or assigned.
- Makes general security checks of buildings and grounds during cleaning tour, checking for open windows, unlocked doors, etc.
- Replaces light bulbs, lamps, and clean light fixtures as needed or required.
- Includes visual check of building for maintenance or repair work, and notify immediate supervisor of area for work required.
- Keep area adjacent to buildings clean of trash, keeping steps and walks clear of sand, paper, emptying trash containers immediately adjacent to building, etc.

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- Sweep sidewalks, rakes and collects leaves, groundskeeping duties as assigned, collects and hauls debris or rubbish, shovels snow, sands roadways or walkways, performs other manual tasks involved with snow removal, control and disposal.
- Actively supporting the teaching and learning process; practicing honesty and integrity in and out of the classroom; striving to create and support a student-centered environment while fostering academic innovation and excellence.
- Working actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respects the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Embracing the ideals of diversity and inclusiveness and supporting the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Providing flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assessing processes and procedures and revising accordingly.
- Performing other duties as assigned.

Job Requirements:

Minimum Qualifications

- Must possess a current and valid Massachusetts Motor Vehicles Operator's License.
- Ability to follow oral and written instructions.
- Ability to understand and apply the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.
- Ability to establish and maintain harmonious working relationships with others.
- Ability to deal tactfully with others.
- Ability to stand or walk for prolonged periods of time.
- Ability to lift and carry heavy objects.
- Ability to climb and work on ladders and scaffolds.
- Ability to operate tree trimming equipment.
- Ability to operate a motor vehicle.
- Physical stamina and endurance.
- Manual dexterity.
- Mechanical aptitude.

Preferred Qualifications

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- Floor maintenance experience.
- Excellent oral and written communication skills.
- Knowledge of materials, equipment and methods commonly employed in housekeeping cleaning operations.
- Ability to operate and care for electric sweepers, mop wringers, brushes and other household cleaning equipment.
- Ability to make general repairs of a simple nature.
- Physical ability to withstand strain of performing manual tasks.
- Some experience in general janitor duties.
- Working knowledge of simple maintenance work
- Working knowledge of the type, properties, quality and uses of cleaning supplies and equipment and their effect on the various types of construction and finishes.
- Ability to work alone without supervision.
- Ability to establish and maintain harmonious working relationships with others and deal tactfully with others.
- Ability to work in high areas such as ladders, scaffolds, or on a roof.

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.



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Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://gcc.interviewexchange.com/jobofferdetails.jsp?JOBID=182067>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Maintenance/Trades
Quinsigamond Community College

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