

# **MONROE COUNTY COMMUNITY COLLEGE JOB DESCRIPTION**

## **GROUP I – GENERAL MAINTENANCE WORKER**

Supervised By:        Director of Campus Planning and Facilities  
                              Custodial and/or Maintenance/Grounds Foremen

### **Position Summary:**

Under the direction of the Director of Campus Planning and Facilities or his/her designee, this employee performs custodial work, grounds care, and snow removal.

### **Requirements:**

Qualifications include a high school diploma or GED; general mechanical ability; ability to follow orders either orally or written; ability to work well with others; good physical condition to perform custodial duties and tasks that require stooping, bending, lifting (at least 65 lbs.), and climbing ladders; possession of a valid vehicle operator's license; ability to operate snow removal equipment; and ability to perform grounds care work as assigned.

### **Essential Responsibilities:**

1. Custodial duties e.g. general cleaning of offices, corridors, washrooms, and storage areas.
2. Vacuuming, dusting, polishing and waxing furniture, fixtures and floors.
3. Window washing.
4. Floor care - such as stripping, waxing, and buffing.
5. Special set-ups as required, to include rearranging furniture, and general clean-up after events.
6. Painting, to include preparation and clean-up.
7. Building security, e.g. locks doors, reports fires, flooding, etc.
8. Loading and unloading vehicles (at least 65 lbs.).
9. Grounds care, snow removal, e.g. trims, plants, transplants and cares for trees, flowers, shrubs, and lawns.
10. Operates and maintains grounds equipment and College vehicles.
11. Maintains roadway, parking lots, and playing fields.
12. Minor repair of cleaning equipment.
13. Minor carpet repairs.
14. Minor repairs of fixtures and building equipment as they relate to the assignment.
15. Digs ditches and/or trenches when required for construction or site development.
16. Other duties as assigned.