



West Virginia Higher Education Policy
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Campus Service Worker

Summary of Purpose and General Duties: A Campus Service Worker provides a variety of support services in order to maintain the interior appearance of institutional buildings and the surrounding exterior appearance of the grounds. This work involves adhering to established standard procedures, techniques, and safety requirements with some judgment required to interpret instructions. Positions in this job class may be required to work weekend shifts, and scheduling may be subject to frequent change. Does related work as required.

Distinguishing Features or Characteristics: This is repetitive and often heavy manual work requiring the efficient performance of building cleaning, grounds work and maintenance duties. Positions in this class are non-supervisory. The incumbent typically receives daily or shift instruction on duties to be performed and work is typically checked as completed by the supervisor.

Example of Duties and Responsibilities: *The following statements are intended to describe the general nature of the work being performed. These statements are not intended to be an exhaustive list of all duties and responsibilities of the individuals in this job classification. Essential functions may vary based on the specific area of specialty and will be so marked on the individual PIQ for a given position.*

- Cleans and maintains the interior appearance of all buildings including classrooms, offices, laboratories, student housing, public areas, etc. by sweeping, mopping, stripping, and waxing floors; vacuuming and shampooing carpets, rugs, and upholstery; dusting and polishing furniture; washing and cleaning walls, ceilings, doors, windows, etc.; and performing other related internal cleaning activities.
- Cleans and disinfects bathrooms and kitchenettes including walls, floors, lavatories, commodes, sinks, refrigerators, stoves, fixtures, mirrors, etc. Replenishes supplies including toilet tissue, towels, and soap.
- Operates walk-behind and riding scrubbers, high-speed burnishers, etc. Mixes and dilutes commercial strength disinfectants, germicidal detergents, and other stringent cleaning solutions. Calculates area to determine amounts of cleaning solutions required. Follows established safety procedures in the use of equipment and materials; locking and unlocking doors, offices, classrooms, and meeting rooms as directed by the supervisor. Moves equipment, chairs, tables, etc. to other floors using dollies, carts, etc. on elevators or stairways.
- May be required to operate various hand and power tools in the performance of duties such as: rakes, shovels, dollies, hand trucks, lawn mowers, weed eaters, etc.
- Relocates offices and classrooms within buildings and throughout campus by lifting, loading and unloading furniture, files cabinets, boxes, etc. onto hand trucks, dollies, and box vans for transportation. May require removing desk components, doors, and shelves to ease in relocations. Moves, sets-up, rearranges, and erects tables, chairs, platforms, bleachers, tents, displays, etc. for concerts, registration, commencement, and other special events. Disassembles and stores items at the end of event.
- Cleans and maintains the surrounding exterior appearance of all institutional buildings by raking, removing and disposing of leaves and debris; cleaning gutters, culverts, and other drainage areas; sweeping, shoveling, and removing snow, ice, slush, and mud from entryways and sidewalks; spreading salt and cinders on public passageways; washing graffiti from walls and sidewalks; and performing other related external cleaning activities.
- May be required to operate blowers, walk-behind sweepers, or any other equipment needed to perform duties listed above; Remove weeds from shrubs and flowerbeds as required.
- Collects and properly disposes of trash and litter throughout institutional buildings and grounds including cleaning of trash receptacles and assisting sanitation vehicle operators. Collects recyclable items and places in appropriate storage location.

*PG 07/Non-exempt (overtime eligible)
Facilities job family*

- May be required to perform various maintenance tasks either assisting or under the direction of qualified craftspersons (plumbing, carpentry, painting, etc.). These tasks would be considered as non-technical, non-certified supporting duties. Attend various training classes, seminars, and other meetings to learn new techniques and procedures and to remain current in all safety requirements; and responding to requests from faculty, staff, students, and the general public regarding location of buildings throughout campus and other similar general questions.
- May be required to dig holes and trenches and to spread and level dirt, gravel and concrete to assist in the installation of traffic signs, irrigation/drainage systems and concrete structures.
- May be requires to unload and store supplies and to rotate stock and to obtain appropriate signatures on deliveries.
- Performs related duties as assigned or as directed.

Knowledge, Skills, and Abilities Required

- Ability to read and write in English and perform basic mathematical calculations.
- Ability to comprehend and follow oral and written instruction.
- Ability to rapidly learn custodial, grounds keeping, and labor methods, procedures, and safety principles.
- Ability to operate all related labor supporting equipment, basic grounds keeping equipment, and commercial custodial equipment.
- Ability to work on ladders.
- Physical capability to perform duties of the position including long periods of standing and walking, bending, stooping, and climbing, and lifting of heavy items weighing approximately 50 to 75 pounds.
- Ability to perform tasks requiring exposure to dust, fumes, chemicals (i.e. cleaning solutions), and variations in indoor temperatures and outside weather conditions.
- Ability to maintain proper attendance and punctuality standards.

Physical/Work/Emotional Demands: Job may require bending, stooping, carrying (of objects weighing up to 50 pounds), dragging, working on ladders at varying heights, working with hazardous chemicals or waste, climbing stairs and work under adverse temperature and/or weather conditions.

Minimum Qualifications: High school diploma or GED and 0-6 months of directly related work experience.

Additional Requirements/Licensure or Certification Required: None

Reporting Relationships: This position typically reports to a Campus Service Worker Lead, an Assistant Supervisor of Campus Services or a Supervisor of Campus Services.

This is a generic job description and not a position description. A job description outlines the general character and scope of responsibilities/duties of all positions in a job class, but it is not intended to be used as or to substitute for an individualized Position Information Questionnaire (PIQ). Essential job functions are addressed in individual PIQs and not in the generic job description.