



**North Central State**  
COLLEGE

# Position Announcement

Posted: February 28, 2018

## FACILITIES UTILITY WORKER

Monday – Friday, 5 AM – 10 AM

North Central State College is accepting resumes for a part-time Facilities Utility Worker. The position consists primarily of custodial responsibilities. Other responsibilities, light maintenance, room set-up, duplicating services and mailroom, may be assigned based on need.

Essential duties and responsibilities:

### Custodial

- Maintain floor surfaces and coverings by using manual or power equipment (e.g., buffers, shampooers, vacuums, hall machines, extractors) and cleaning solutions to sweep, mop, vacuum, scrub, strip, wax and polish floors and carpets
- Wipe walls, doors, windows, air vents, mirrors, chalkboards, and other surfaces with cleaning solutions to remove dirt and maintain surfaces
- Dust and wax furniture and shampoo upholstered furniture using manual or power equipment and cleaning and polishing solutions
- Apply cleaning solutions to sanitize restrooms and clean sinks, toilets, urinals, soap and towel dispensers
- Empty, clean and sanitize waste containers and properly dispose of contents
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications
- Maintain a clean and orderly supply closet, and report supply needs to supervisor
- Maintain assigned equipment and report malfunctions or need for repairs to supervisor
- Perform other duties as assigned

### Facilities /Maintenance Operations

- Determine appropriate tools and materials for hanging pictures or other objects, and secure to wall
- Deliver, assemble and install furniture and equipment
- Deliver computers and assist IT personnel with the installation of equipment as needed
- Unload shipments received (using tow motor as necessary).
- Provide and maintain an accurate inventory of NC State room furnishings
- Open and close the facilities for special activities
- Perform set-up/tear down of furnishings for events and meetings
- Perform coverage during events to provide a safe and clean environment
- Provide security/secure building as needed
- Perform other duties as assigned

### Duplicating Service

- Operate duplicating and related equipment (e.g., binders, hole punchers) to reproduce documents in the quantity and style ordered by members of the College community
- Perform routine maintenance on duplicating and related equipment
- Store paper and supplies
- Pick up and deliver work to and from locations across the campus
- Perform other duties as assigned

### Mailroom

- Assist or substitute for Mailroom and Shipping/Receiving Clerk as needed
- Sort received mail from internal and external sources according to destination and type
- Deliver and pick-up mail and packages across campus
- Examine outgoing mail for deliverability; seal envelopes by hand or machine
- Weigh outgoing mail to determine required postage; affix postage by hand or machine
- Re-address mail returned for incomplete or incorrect address
- Record registered mail received and sent
- Assist in preparing bulk mailings
- Perform other duties as assigned

### **Required Qualifications:**

- **Education:** High school diploma or GED
- **Experience:** Minimum six months' work experience in a position that required operation of custodial or maintenance equipment, attention to detail, consistent work effort and the ability to meet daily deadlines preferred.

Please express your interest in this position by submitting a letter of application and resume to:

**NORTH CENTRAL STATE COLLEGE**  
Attention: Human Resources  
2441 Kenwood Circle, Mansfield, OH 44906

You may also apply online at: [www.ncstatecollege.edu](http://www.ncstatecollege.edu). Click on *Jobs/Employment*.

Resumes will be reviewed beginning 3/14/18

*North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.*