

State of Minnesota		EMPLOYEE'S NAME	
POSITION DESCRIPTION A			
AGENCY/DIVISION		ACTIVITY	
MINNESOTA STATE UNIVERSITY, MANKATO		BUILDING SERVICES. DEPT.	
CLASSIFICATION TITLE	WORKING TITLE (IF DIFFERENT)	POSITION CONTROL NUMBER	
GMW	Recycling GMW		
PREPARED BY		APPRAISAL PERIOD	
DON DUEHRING		to	
EMPLOYEE SIGNATURE	DATE	SUPERVISOR SIGNATURE	DATE

(This position description accurately reflects my current job.)

(This position description accurately reflects the employee's current job)

POSITION PURPOSE: This position exists to provide recycling services to Minnesota State University, Mankato, and in doing so, shall provide a clean, comfortable and safe environment on campus. Recycling of waste material is mandated for state institutions by the State of Minnesota.

REPORTABILITY:

Reports to: Building Services Foreman

Supervises: Up to 2 students

DIMENSIONS:

Budget: N/A

Clientele: Students, faculty, staff and guests of Minnesota State University, Mankato

Resp. PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS

1. Perform general custodial work in any or all of the following areas, meeting or exceeding department standards at all times.
 - a. Pick up all mixed paper and cardboard throughout M&E buildings for recycling. Pick up recycling containers at designated locations and transport to staging areas.
 - b. Pick up all containers for commingled glass bottles, other glass containers, plastic bottles, and aluminum, tin or steel to be recycled; transport to staging areas.
 - c. Clean and sanitize recycling containers as needed and line commingled containers with plastic bags following collection.
 - d. Develop and update a workable schedule for collection of recyclable materials ensuring all recycling containers are dumped in a timely manner.
 - e. Pick up batteries from various locations on request.
 - f. Perform related work as directed.
 - g. Attend meetings of the on-campus recycling committee.
 - h. May be required to lift up to 100pounds frequently and walk for up to 90% of an 8 hour shift.
 - i. Coordinate 2x/week pick ups with recycling vendor.
 - j. Respond to special requests for recycling.
 - k. Supervise 1-2 student workers who assist with the above-mentioned duties.

Priority: A**% of time: 80****Discretion: A**

2. Recycle used light bulbs.
 - a. Go through all M&E buildings and pick up used flourescent bulbs. Box them for transport in each building. Seal full boxes. Bulbs must be sorted: under 4', 4' or longer, and specialty (i.e. mercury).
 - b. Stamp full, sealed boxes with waterproof stamp. Record bulb quantity on box.
 - c. Temporarily store full, sealed boxes in ML basement. Coordinate with EHS director to have bulbs picked up when there is sufficient quantity. Inspect sealed boxes once again ensuring they are properly stamped and sealed for shipment. Report total bulb count of M&E bulbs to Environmental Health and Safety representative. (Res. Hall and CSU reps are responsible for reporting their bulb counts.)
 - d. Assist receiving and delivery with loading truck when pick up is scheduled.

Priority: A**% of time: 5****Discretion: A**

3. Properly care for and maintain janitorial closets or designated recycling spaces including supplies and equipment.

Priority: A**% of time: 5****Discretion: A**

4. Clean assigned outdoor areas so that orderly appearance and accessibility are ensured by shoveling snow and operating snow blowers, by applying sand and/or deicers and removing ice; by removing refuse and cigarette butts from state-owned property. This includes the ramp on the TR north loading dock and other areas as directed.

Priority: A**% of time: 5****Discretion: A**

POSITION DESCRIPTION B

POSITION CONTROL NUMBER

GMW - Recycling

Resp. PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS

5. Perform tasks involved in the work assignment in a manner ensuring work is accomplished efficiently and according to department standards.

Priority: A

% of time: 5

Discretion: A

POSITION DESCRIPTION C
GMW - Recycling

POSITION CONTROL NUMBER

NATURE AND SCOPE (relationships; knowledge, skills and abilities; problem solving and creativity and freedom to act)

RELATIONSHIPS:

This position was created because state legislation mandated recycling in state institutions. The incumbent of this position must be willing to enthusiastically promote this program. The person in this position must establish and maintain on a consistent basis, harmonious and cooperative relationships with coworkers, superiors, and clientele. Communication is both oral and written.

KNOWLEDGE

It is essential to master the proper operating methods for any and all equipment used in the job as well as the methods and schedule of equipment care and maintenance. It is also necessary to recognize cleaning needs and to know and consistently use proper cleaning methods and proper use of chemicals to obtain desired results. Thorough knowledge of the English language is necessary. Knowledge of the proper use of MSDS is required. Training is provided with initial orientation and on an annual basis, or more often, if necessary.

The ability to organize and devise an efficient schedule for the orderly pick up of all recyclable materials is inherent to the success of the recycling program, and is, therefore, required. Incumbent is expected to have the ability to learn to organize a workable schedule. Employee will be expected to participate in meetings pertaining to recycling/refuse with other campus representatives. Employee is expected to work independently with limited work direction. Incumbent carries a portable radio and/or cellular phone and is expected to use them in accordance with State, MnSCU and University policies.

SKILLS AND ABILITIES:

GMWs follow written and verbal assignments, assist in emergencies that take place on campus and assist the general public in directions for events, building locations, etc. GMWs are expected to maintain a high level of productivity. Quality of work is expected to meet or exceed department standards at all times. Regular attendance is essential. Physical health and endurance sufficient to use hand tools and to lift and carry materials (occasionally up to 100 pounds) manually is required. GMWs must also be able to use ladders and scaffolding and must be able to function in adverse weather conditions. (See attached weight/torque requirements.)

The incumbent of this position is covered by the Minnesota OSHA Bloodborne Pathogens Standard and is required to use universal precautions by wearing the furnished Personal Protection Equipment (PPE) when cleaning areas and surfaces that may be contaminated with human blood or other potentially infectious body fluids and substances. The incumbent has received the OSHA required training and must maintain an awareness of biohazard labels and signage for precautionary purposes and must immediately report any exposure incident to the GMW lead and/or building services foreman or manager.

TIME MANAGEMENT & WORK RULES

GMWs are expected to adhere to scheduled break periods as negotiated and agreed upon in Article 5, Section 1 of the AFSCME contract. Good attendance is essential for the efficient operation of the department. GMWs are also expected to adhere to departmental procedures such as those outlined in the department's orientation manual. (This includes but is not limited to call off procedures, proper attire, etc.)

FREEDOM TO ACT:

The GMW is supervised by a Building Services Foreman. The employee has the authority to act in his/her supervisor's absence.

Freedom to Act gives the employee authority to carry out the full range of duties described in this job description, assuming at all times that the foreman or director is available to assist in making decisions in special problem areas when requested. Freedom to Act is constrained by university policy, union contract policy, MnSCU policy and any applicable state or federal regulations. Sound judgment must be used at all times.

Minnesota State University, Mankato

Weight/Torque Requirements for General Maintenance Workers

Special events (i.e. athletic events, concerts, special programs) generally occur on weekends in athletic facilities. GMWs must be able to fully participate in all facets of event set ups and tear downs. Set up and tear down of these events may require one or more of the following duties:

Equipment/Duty	Weight	Push/Pull Torque	Description of Duty
Load/unload table cart	25-45 lbs.	18 lbs for moving cart	Lift table (usually done with two people).
Staging	150 lbs	56 lbs to move cart	Lift each staging piece and set in place. Requires two people per section.
Gym floor matting	40-150 lbs	60 lbs – moving cart 10 lbs – unrolling mat 40-150 lbs – lifting mat	Two people required to lift mats off cart. Must be positioned on floor and then rolled out.
Dust mopping	11 lbs	6 lbs on dry floor 12 lbs on floor tracked with sand and salt	Gym floors are dusted before, during, and after events.
Snow shoveling	4 lbs	10-40 lbs depending on weight of snow	Clean entries, sidewalks, and emergency exits (including 2 nd floor exits).
Trash removal (Brute container)	25-50 lbs	2 lbs to push/pull cart. Weight of barrel will vary depending on quantity and type of trash	Transport bags or trash from site to larger receptacle (tilt truck).
Trash removal	285 lbs	23 lbs push/pull	Transport several bags of trash from building to outdoor dumpster.
Bleacher gates	150 lbs		Portable gates for bleachers that must be lifted into place and removed when bleachers are needed for an event. Requires two people to lift.