

**ST CLOUD STATE UNIVERSITY  
VACANCY POSTING**

This posting is effective **June 28, 2024** and expires **July 5, 2024**.

Eligible employees\* may bid on this vacancy by completing a “Classified Bid Form.” This form can be completed online, if you have any questions please contact the Human Resources office, AS204, during its regular business hours on or before **July 5, 2024**.

**JOB NO.**

0624-43

**WORK AREA**

Campus

**CLASS & EMPLOYMENT CONDITION**

General Maintenance Worker, Lead

Full time, Unlimited

**NORMAL HOURS OF WORK**

Sunday—Thursday

6:00am—2:30pm

**GENERAL DESCRIPTION OF JOB**

Under limited supervision employees perform lead work duties for General Maintenance Workers while providing a clean, safe, learning and working environment for St. Cloud State University.

This position is considered essential during natural and man-made disasters, and during inclement weather. Employees will report for duty as directed by their supervisor and is subject to recall during these types of events.

**SKILLS REQUIRED**

**Minimum Qualifications**

Knowledge of:

- Knowledge of principles of lead work sufficient to plan, direct, provide training for, monitor and review the work of subordinates.
- Knowledge of different types of flooring sufficient to determine proper methods of maintenance.
- Knowledge of chemical cleaning agents sufficient to appropriately select the agent(s), handle and apply, and dispose of safely.
- Knowledge of methods, tools, and equipment used in maintenance sufficient to use effectively and operate safely demonstrate effectively and make minor and direct repairs.

Ability to:

- Ability to provide oral and written instructions sufficient to ensure that other maintenance workers understand their assignments.
- Ability to keep records and perform clerical functions and math calculations sufficient to order supplies and complete inventories.
- Ability to read and understand written materials such as instruction manuals, and procedure and policy information.
- Ability to perform a variety of physical tasks, lift and carry materials weighing 40-60 lbs (and occasionally more), and work in inclement weather conditions when necessary.

**Preferred Qualifications** (*desired but not expected to have to enter job*):

- Good work habits, self-motivation.
- Ability to work well with other maintenance workers.
- Must be able to organize work and manage time.
- Common sense and good judgement are essential for this position.
- Working knowledge of circuit breakers boxes and fire alarm systems.
- Incumbent has the responsibility and obligation to be at work as scheduled whenever possible, including evenings, overnights and weekends

**Physical Requirements**

- Ability to lift 50 pounds, shovel/scrape ice and snow, repetitive bending and twisting, kneeling, sweeping and mopping, work in enclosed areas, ability to go up and down stairs, move furniture, reach overhead, work in buildings after ventilation system is shut off, stand for long periods of time.

**\*To be eligible to bid, an employee must have the same class as this vacancy and must currently have either a different shift, or a different work area, or a different employment condition than described above.**

**During the summer months and semester breaks the work schedule may, with appropriate notice, be changed from that shown above.**