



**Date:** October 14, 2016  
**Title of Position:** Central Services Maintainer (Maintainer II)  
**Salary:** Per AFSCME Contract: Grade 11, \$661.94/week @ Step 1  
**Effective:** December 2016

**Responsibilities and Qualifications:** (Please see the attached Commonwealth of Massachusetts Human Resources Division Maintainer Series Classification Specification and Position Description/Form 30 for more detailed information.)

**Responsibilities:** Primary duties include: routine and project janitorial work; general policing outside of buildings; event setup and breakdown; lock and unlock building doors; moving/delivery of furniture supplies and equipment; seasonal snow removal and de-icing; and campus copy service.

**Qualifications:** At least one year experience in institutional janitorial services. Previous experience in commercial green cleaning procedures, commercial cleaning equipment, and minor building maintenance preferred. High school diploma or equivalent preferred. Valid driver’s license preferred.

**Additional information:** Source of Funding: State funded  
Area of Assignment\*: Facilities  
Supervisor\*: Director of Facilities  
Shift\*: Monday through Friday, 7:00 am – 3:30 pm  
Days Off\*: Saturday and Sunday

MCCC  AFSCME  DCE  Non-Unit  Full-time  Part -Time

\*Supervisor, area of assignment, shift, and days off are currently applicable to this position; however, these specifications are descriptive and not restrictive and are subject to change by the administration, pursuant to the applicable terms of the collective bargaining agreement.

**Application Procedures:** For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent job-related references to the Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. [tkozlowski@berkshirecc.edu](mailto:tkozlowski@berkshirecc.edu) (Internal candidates: Attach updated resume to in-house application form located in Human Resources).

**Application Closing Date:** **October 31, 2016** BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.

Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service, and national origin in its education programs or employment. All inquiries concerning application of the above should be directed to Deborah Cote, Vice President for Human Resources, Affirmative Action Officer, and Coordinator of Title IX and Section 504, at 413-499-4660, ext 1022, Susan B. Anthony Annex Building, Room A19.



**Position Description, Form 30**  
**Commonwealth of Massachusetts**

**Position Title:** Maintainer II

**Department:** Facilities

**Job Group:** Grade 11

**Functional Title (optional):** Central services maintainer

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Primary duties include: routine and project janitorial work; general policing outside of buildings; event setup and breakdown; lock and unlock building doors; moving/delivery of furniture supplies and equipment; seasonal snow removal and de-icing; and campus copy service.

Secondary duties may include: seasonal landscape maintenance; minor building maintenance; minor pest control; back-up support to shipping/receiving area function.

**SUPERVISION RECEIVED** (Name and title of person from whom incumbent receives direction)

Director of Facilities

**SUPERVISION EXERCISED** (Number and titles of positions directly supervised by incumbent)

None

**DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES**

Primary duties (duties performed during normal shift or when called in during off hours, weekends and holidays):

1. General duties include: picking up of litter and sweeping around buildings; cleaning up of spills; removal of carpet spots; and removal of graffiti.
2. Routine cleaning and disinfecting of restrooms, locker rooms and showers. Re-stocking of dispensers.
3. Routine cleaning and dusting of campus facilities including, but not limited to: classrooms, lecture halls, laboratories, cafeteria area, conference rooms, offices, work rooms, lounges, kitchenettes, elevators, lobbies corridors, theatre, computer center and stairwells.
4. Removal of trash and recycling from all campus areas. Installing new liners when soiled or damaged.
5. Routine cleaning of internal and external glass and mirrors and other vertical surfaces.
6. Routine cleaning and maintenance of entry mats.
7. Project work includes: deep cleaning of restrooms, locker rooms and showers; striping, waxing and burnishing of tile floors; carpet extraction and shampooing; exterior window cleaning; washing walls; cleaning blinds; high dusting; scrubbing of floors; kitchen cleaning.
8. Inspect interiors of building for cleanliness and state of repair and make reports on conditions found.
9. Assist Facilities Staff with event set ups and breakdowns.
10. Designated as Essential Personnel during site emergencies and snow removal.
11. Provide snow removal in assigned areas using assigned equipment. Apply de-icing materials as necessary.
12. Follow proper safety measures.
13. Clean up of bodily fluids.
14. Carry and control assigned building keys.
15. Provide copy service to campus including but not limited to running copy jobs for various college faculty and staff; delivering paper to copier areas across campus; fixing minor paper jams in copiers and installing components related to copiers (i.e., toner, staples, toner waste drums, and fusers).
16. Maintain accurate inventory of copy paper and related supplies and prepare reports as required.
17. Assist/serve as back-up to shipping/receiving function, including postal services, receiving and shipping parcels.
18. Perform related duties including assisting with project-based work within the division as assigned by Director.

Secondary duties incumbent may be asked to perform (these duties may require temporary or permanent shift change):

1. Mowing and trimming of campus lawns. This may include operating grounds equipment.
2. Weeding of landscaped beds and installation of seasonal plantings.

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- 3. Raking and removal of leaves and debris.
- 4. Minor building maintenance such as: door hardware, painting, stabilizing a building system in an emergency, minor repair of furniture, lamp replacement, dispenser installation and repair, HVAC filter replacement,
- 5. Assist skilled tradespeople and other facilities staff engaged in maintenance, repair or construction work.
- 6. Provide support in Central Services: assist with shipping and receiving; assist in mail room; assist in moving furniture; transport inventory, supplies, and equipment to campus and satellite facilities.
- 7. Assist with integrated pest control program.

**QUALIFICATIONS REQUIRED AT HIRE (List knowledges, skills and abilities)**

- 1. Ability to follow oral and written instructions.
- 2. Ability to work in a team environment and communicate with other employees, faculty, and students.
- 3. Ability to adopt and meet department standards for customer service and customer expectations.
- 4. Ability to understand and apply procedures in cleaning materials manuals and in MSDS.
- 5. Physical stamina and endurance.
- 6. Ability to stand and walk for prolonged periods of time.
- 7. Ability to climb ladders and stairs.
- 8. Ability to lift moderate weight (50 pounds independently, 100 pounds with assistance), pull and push moderate weight equipment, perform work in difficult positions.
- 9. Ability to work in areas exposed to dust, dirt, chemicals, and machine noise.
- 10. Ability to shovel snow and distribute de-icing agents
- 11. Knowledge and understanding of OSHA, EPA and State safety and health regulations.
- 12. Ability to read, write, and comprehend the English language.
- 13. Ability to maintain accurate records.
- 14. Ability to exercise sound judgement.

**QUALIFICATIONS ACQUIRED ON THE JOB (list knowledges, skills and abilities)**

- 1. Knowledge of the types and skill to proficiently operate all janitorial equipment.
- 2. Knowledge of the types and skill in the use of hand tools and grounds equipment.
- 3. Knowledge of the types and skill in the operation of mail room equipment, copy center equipment and asset inventory equipment.
- 4. Knowledge and skill to assist with an integrated pest management program.
- 5. Knowledge and skill to assist tradespersons with building construction and maintenance.
- 6. Knowledge and skill to provide copy service to campus faculty and staff.

**MINIMUM ENTRANCE REQUIREMENTS**

- 1. High school diploma or equivalent preferred.
- 2. At least one year experience in institutional janitorial services.
- 3. Previous experience in commercial green cleaning procedures, commercial cleaning equipment, and minor building maintenance preferred.

**LICENSE AND/OR CERTIFICATION REQUIREMENTS**

Valid driver’s license preferred

**REMARKS**

Effective June 19, 2009: A CORI/SORI check, drug screening, and physical will be required before appointment.

**LICENSE AND/OR CERTIFICATION REQUIREMENTS: N/A**

**REMARKS**

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**SIGNATURE OF APPOINTING AUTHORITY**

\_\_\_\_\_  
**TITLE**

**BERKSHIRE COMMUNITY COLLEGE**  
**AGENCY**

\_\_\_\_\_  
**PREPARED BY**

\_\_\_\_\_  
**INITIALS OF INCUMBENT      DATE**

\_\_\_\_\_  
**INITIALS OF SUPERVISOR      DATE**