



**Date:** August 17, 2017  
**Title of Position:** Maintainer II – Evening Crew Leader  
**Salary:** Per AFSCME Contract: Grade 11, \$721.87/week @ Step 1 w/benefits  
**Effective:** September 2017

**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:** Routine Crew Leader responsibilities include: distributing and re-stocking consumables in all buildings; routine cleaning of designated secure areas; light cleaning of restrooms, locker rooms, lobbies and entryways; emergency response to spills; policing and sweeping within 20 feet of buildings; providing minor janitorial equipment repairs and preventative maintenance; project janitorial work; general policing outside of buildings; event setup and breakdown; locking and unlocking building doors; supporting recycling pick-ups; seasonal snow removal and de-icing. Secondary duties may include: training staff; participating in seasonal landscape maintenance; minor building maintenance; moving/delivering furniture, supplies and equipment; providing support in central services; and performing minor pest control.

**Qualifications:** At least one year full-time, or equivalent part-time, experience in institutional janitorial services and trained in janitorial equipment operations required. Previous experience in commercial green cleaning procedures, with commercial cleaning equipment, and in minor building maintenance preferred. Knowledge of proper Personal Protective Equipment and understanding of its required use on the job. Computer aptitude including, but not limited to, the ability to use a computerized work order system and communicate via email. Ability to follow oral and written instructions; work in a team environment; communicate with other employees, faculty, and students; and adopt and meet department standards for customer service and customer expectations. Current and valid driver's license. A CORI/SORI check, drug screening, and physical will be required before appointment.

**Additional information:** Source of Funding: State funded  
 Area of Assignment\*: Facilities  
 Supervisor\*: Director of Facilities  
 Shift\*: Sunday through Thursday, 10pm – 6am  
 Nights Off\*: Friday and Saturday

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:** August 31, 2017. 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.



## Position Description, Form 30 Commonwealth of Massachusetts

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**Position Title:** Maintainer II (Evening)

**Department:** Facilities

**Job Group:** Grade 11

**Functional Title (optional)** Crew Leader

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**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:** Primary duties include: Routine Crew Leader responsibilities; routine and project janitorial work; general policing outside of buildings; event setup and breakdown; locking and unlocking building doors; supporting recycling pick-ups, seasonal snow removal and de-icing, other duties as assigned by the Director of Facilities.

Secondary duties may include: training staff, participating in seasonal landscape maintenance; minor building maintenance; moving/delivering furniture, supplies, and equipment; providing support in central services; performing minor pest control.

**SUPERVISION RECEIVED** (Name and title of person from whom incumbent receives direction)  
Maintainer III and/or Director of Facilities

**SUPERVISION EXERCISED** (Number and titles of positions directly supervised by incumbent)  
May act as crew leader (supervise) up to 6 Maintainer I's

### **DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES**

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

- Crew Leader duties include: supervision of distribution and re-stocking consumables in all buildings; routine cleaning of designated secure areas; cleaning of restrooms, locker rooms, lobbies and entryways; emergency response to spills; policing and sweeping within 20 feet of buildings; providing minor janitorial equipment repairs and preventative maintenance; and other duties as assigned by the Director of Facilities.
- General duties include: picking up of litter around buildings; cleaning up of spills; removal of carpet spots; and removal of graffiti.
- Routine cleaning and disinfecting of restrooms, locker rooms and showers. Re-stocking of dispensers.
- Routine setup, cleaning, and dusting of classrooms, lecture halls, and laboratories.
- Routine cleaning and dusting of cafeteria areas
- Routine cleaning and dusting of conference rooms, offices, work rooms, lounges, kitchenettes, elevators, lobbies corridors, theatre, computer center and stairwells.
- Removal of trash and recycling from all campus areas. Installing new liners when soiled or damaged.
- Routine cleaning of internal and external glass and mirrors.
- Routine cleaning and maintenance of entry mats.
- 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.

- Assist Facilities Staff with event set ups and breakdowns.
- Provide snow removal in assigned areas using assigned equipment. Apply de-icing materials as necessary.
- Follow proper safety measures.
- Clean up of bodily fluids.
- Carry and control assigned building keys.
- Designated as Essential Personnel during site emergencies and snow removal.

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

- Mowing and trimming of campus lawns. This may include operating grounds equipment.
- Weeding of landscaped beds and installation of seasonal plantings.
- Raking and removal of leaves and debris.
- 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,
- Assist skilled tradespeople and other facilities staff engaged in maintenance, repair or construction work.
- Provide support in Central Services: assist with shipping and receiving; assist in copy center; assist in mail room; assist in moving furniture; transport inventory, supplies, and equipment to campus and satellite facilities.
- Assist with integrated pest control program.
- Provide on-the-job training to Maintainer I's in cleaning procedures, equipment operations and equipment use.
- Create janitorial work schedules and project schedules.
- In absence of Maintainer III, ordering of supplies and consumables.

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

- Ability to follow oral and written instructions.
- Ability to work in a team environment and communicate with other employees, faculty, and students.
- Ability to adopt and meet department standards for customer service and customer expectations.
- Ability to understand and apply procedures in cleaning materials manuals and in MSDS.
- Physical stamina and endurance.
- Ability to stand and walk for prolonged periods of time.
- Ability to climb ladders and stairs.
- Ability to lift moderate weight (50 pounds independently, 100 pounds with assistance), pull and push moderate weight equipment, perform work in difficult positions.
- Ability to work in areas exposed to dust, dirt, chemicals, and machine noise.
- Ability to shovel snow and distribute de-icing agents
- Ability to read, write, and comprehend the English language.
- Ability to act as crew leader (supervise) the work of subordinates.
- Knowledge of proper Personal Protective Equipment and understanding of its required use on the job.
- Computer aptitude including, but not limited to, the ability to use a computerized work order system and communicate via email.

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

- Knowledge of the types and skill to proficiently operate all janitorial equipment.
- Knowledge of the types and skill in the use of hand tools and grounds equipment.

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- Knowledge of the types and skill in the operation of mail room equipment, copy center equipment and asset inventory equipment.
- Knowledge and skill to assist with an integrated pest management program.
- Knowledge and skill to assist tradespersons with building construction and maintenance.
- Knowledge and skill to send/receive emails and use computer software such as word processing.
- Ability to inventory supplies and submit supply orders

### **MINIMUM ENTRANCE REQUIREMENTS**

- High school diploma or equivalent preferred.
- At least one year full-time, or equivalent part-time, experience in institutional janitorial services and trained in janitorial equipment operations.
- Previous experience in commercial green cleaning procedures, commercial cleaning equipment, and minor building maintenance preferred.

### **LICENSE AND/OR CERTIFICATION REQUIREMENTS**

- Current and valid driver's license

### **REMARKS**

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

**Commonwealth of Massachusetts**  
**Human Resources Division**  
**Class Specification**  
**Maintainer Series**

I. MAINTAINER, HIGHER EDUCATION SERIES:

Maintainer I, Higher Education  
Maintainer II, Higher Education  
Maintainer III, Higher Education

II. SUMMARY OF SERIES:

Incumbents of positions in this series perform janitorial, custodial, housekeeping, groundskeeping or maintenance tasks in a state educational institution.

The basic purpose of this work is to perform various manual tasks required for the routine maintenance of the buildings and grounds of an educational campus.

III. ORGANIZATIONAL LEVELS:

Maintainer I is the entry-level service or maintenance job in this series.

Maintainer II is the first-level supervisory job in this series.

Maintainer III is the second-level supervisory job in this series.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Performs routine manual tasks involved in the maintenance, repair or beautification of campus grounds or roads, such as cutting grass, weeds or brush; cleaning culverts, gutters, catch-basins, drains or ditches; loading and unloading vehicles; moving and setting up furniture; spreading sand, gravel, loam or asphalt; digging ditches or post-holes; setting or pulling posts; repairing guardrails or fences; patching concrete or asphalt surfaces; maintaining, erecting or repairing signs; cleaning or marking roadways for parking lots; erecting or dismantling snow fences; painting fences, posts, guardrails or building exteriors.

2. Performs routine laboring tasks to assist skilled tradespeople engaged in maintenance, repair or construction work using hand and electrical tools appropriate to craft, such as assisting with the dismantling, fabrication, alteration and construction of building structures and building systems.

3. Plants, seeds, transplants, removes, prunes, trims, waters, sprays or fertilizes trees, shrubbery, grass, plants or flowers; participates in the propagation, growth and care of flowers, plant and shrubs; assists in planning and executing horticultural designs for grounds beautification.

4. Sweeps sidewalks, rakes and collects leaves, collects and hauls debris or rubbish, shovels snow, sands roadways or walkways; performs other manual tasks involved with snow removal, control and disposal.

5. Cleans campus property such as offices, classrooms, corridors, walls, floors, windows, furniture, woodwork, toilets, lavatories or fixtures by washing, waxing, buffing, sweeping, polishing, dusting, or vacuum cleaning; and empties and cleans waste barrels, garbage cans and other waste receptacles.

6. Cleans, washes, refuels, oils or greases trucks or automobiles; performs other manual labor tasks in connection with the maintenance and operation of a garage or equipment depot.

7. Performs manual labor in a stockroom, storeroom or warehouse, such as loading or unloading freight, materials or equipment; receiving, unpacking and storing goods, materials and equipment; checking item specifications against orders; assisting in taking inventories; restocking depleted stores; keeping records of goods received and issued; filling requisition orders; delivering goods to departments; weighing and packaging bulk materials; and cleaning and organizing the storeroom area.

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8. Locks or unlocks premises; reports hazardous and unusual situations to the appropriate authority.
9. Makes general repairs of a simple nature, including minor repairs to groundskeeping equipment.
10. Handles trunks, baggage and luggage arriving at, or departing from, a building.
11. Operates wheel tractors, electric trimmers, buffers or other similar mechanical or power-driven equipment; drives a truck.
12. Keeps simple records, such as vehicle maintenance logs or inventory counts.

### V. DIFFERENCES BETWEEN LEVELS IN SERIES:

#### Maintainer II:

Incumbents of positions at this level or higher also:

1. Provide on-the-job training (OJT) to employees.
2. Maintain necessary records, such as inventory records, maintenance records and records of hours worked.
3. Inspects equipment and tools for wear and tear and prepare work orders for repair of equipment.
4. Inspect interiors of buildings for cleanliness and state of repair and make reports on conditions found.
5. Prepare written reports of work performed.

Based on assignment, incumbents of positions at this level or higher may also:

1. Requisition required linens, supplies or equipment; approve charges for supplies; maintain inventory of supplies, linens, or equipment and issue them to staff as required; interview sales representatives to determine the most appropriate materials or equipment to be requisitioned.
2. Plan, assign and maintain inventory of room furnishings.

#### Maintainer III:

1. Interview applicants for employment.
2. Assist in preparing work standards for unit.
3. Coordinate the activities of the assigned unit to ensure effective operations and compliance with established standards.
4. Confer with management staff and others to plan and review work projects and to resolve problems and exchange information.
5. Make periodic worksite inspections as necessary to ensure efficient utilization of human resources and materials and compliance with established work standards.
6. Prepare, or assist in the preparation of, statistical records.
7. Requisition materials and equipment.

Based on assignment, incumbents of positions at this level may also:

1. Mark out athletic fields for sports events.

### VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with agency staff and students.

VII. SUPERVISION RECEIVED:

Maintainer I:

Incumbents of positions at this level receive supervision from Maintainers or other employees of higher grade, who provide instruction, assign work and review performance through verbal reports and visual inspection for compliance with instructions and established standards.

Maintainer II:

Incumbents of positions at this level receive direct supervision from Maintainers or other employees of higher grade, who provide instruction, assign work and review performance through verbal and written reports and inspection for effectiveness and compliance with established standards.

Maintainer III:

Incumbents of positions at this level receive general supervision from employees of higher grade, who provide instruction and policy guidance, assign work and review performance through conferences and reports for effectiveness and compliance with established standards.

VIII. SUPERVISION EXERCISED:

Maintainer I:

Incumbents of positions at this level may exercise functional supervision (i.e., over certain but not all activities or over some or all work activities on a temporary basis) over 1 – 5 service and/or maintenance personnel.

Maintainer II:

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to and review the performance of 1 – 20 service and/or maintenance personnel.

Maintainer III:

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to and review the performance of 1 – 15 Maintainer II's or other employees of lower grade; and indirect supervision (i.e., through an intermediate level supervisor) over 16 – 35 service and/or maintenance personnel.

IX. WORKING CONDITIONS:

Maintainers stand and walk for prolonged periods of time; lift and carry heavy objects; work outdoors in all types of weather; work varied shifts, weekends, holidays or nights; are exposed to the hazard of wet, slippery floors; work under exposure to the hazards to chemicals, toxic and noxious fumes, dust, excessive heat, high noise levels, high volume traffic conditions and high voltage wires; work from ladders and scaffolds; and may be required to climb trees and operate motor vehicles.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Ability to follow oral and written instructions.
2. Ability to understand and apply the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.
3. Ability to establish and maintain harmonious working relationships with others.
4. Ability to deal tactfully with others.
5. Ability to stand or walk for prolonged periods of time.
6. Ability to lift and carry heavy objects.

7. Ability to climb and work on ladders and scaffolds.
8. Physical stamina and endurance.
9. Manual dexterity.
10. Mechanical aptitude.

Based on assignment, the following additional qualifications may be required at hire:

1. Ability to operate tree trimming equipment.
2. Ability to climb trees.
3. Ability to operate a motor vehicle.

Additional qualifications required at hire for Maintainer II and higher positions:

1. Knowledge of the methods followed in building custodial, maintenance, groundskeeping and storekeeping work.
2. Knowledge of the types and uses of materials, tools and equipment used in building, maintenance, groundskeeping and storekeeping work.
3. Knowledge of the terminology and standard abbreviations used in connection with groundskeeping.
4. Knowledge of the proper care and maintenance of equipment used in groundskeeping.
5. Knowledge of the types and uses of hand-held power tools such as chain saws, hedge trimmers, etc.
6. Knowledge of the techniques followed in weed control.
7. Knowledge of the types and used of pesticides.
8. Knowledge of the procedures followed in pruning and cutting trees.
9. Knowledge of standard storekeeping methods and practices, including the receipt, storage, issuance and delivery of varied stock items, including perishable goods.
10. Knowledge of proper storage methods such as palatizing, binning, etc.
11. Knowledge of the types and uses of materials handling equipment used in storekeeping.
12. Knowledge of the standard methods and techniques for handling hazardous products and fragile, durable and perishable goods.
13. Knowledge of the standard record keeping techniques and procedures used in storekeeping.
14. Knowledge of the principles and methods of inventory control of supplies and equipment.
15. Knowledge of standard procedures, methods and materials used in packaging materials and supplies for shipment.
16. Knowledge of the various methods used in transporting goods, materials and equipment.
17. Knowledge of the terminology, coding, symbols and standard abbreviations used in storekeeping.
18. Knowledge of safety practices and procedures followed in building maintenance, custodial, groundskeeping and storekeeping work.
19. Knowledge of the types and uses of small hand tools used in building maintenance such as pliers, hammers, wrenches, etc.
20. Knowledge of the standard procedures followed in the storage of building custodial and cleaning materials.



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21. Knowledge of the methods and techniques used for the security of buildings and property.
22. Skill in the use of small hand tools used in building maintenance, such as pliers, hammers, wrenches, etc.
23. Skill in the use of hand-held power tools, such as drills, chain saws, and hedge trimmers.
24. Skill in the use of a variety of motorized equipment, such as snow blowers, lawn mowers, forklifts, dollies, rototillers, etc.
25. Ability to give oral and written instructions in a precise, understandable manner.
26. Ability to maintain accurate records.
27. Ability to read, write and comprehend the English language.
28. Ability to exercise sound judgment.
29. Ability to work in a team setting.
30. Ability to coordinate the efforts of others in accomplishing assigned work objectives.
31. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

Additional qualifications required at hire for Maintainer III positions:

1. Knowledge of the principles, practices and techniques of supervision.
2. Knowledge of the proper care and maintenance of equipment used in greenskeeping.
3. Knowledge of the terminology and standard abbreviations used in connection with greenskeeping.

### XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.
2. Knowledge of the state procedures governing the purchasing and requisitioning of supplies and equipment.

Additional qualification acquired on job in Maintainer I positions:

1. Knowledge of the types and uses of small hand tools used in building maintenance such as pliers, hammers, wrenches, etc.
2. Knowledge of the standard procedures followed in the storage of building custodial and cleaning materials.
3. Knowledge of the methods and techniques used for the security of buildings and property.
4. Knowledge of the terminology and standard abbreviations used in groundskeeping.
5. Knowledge of the proper care and maintenance of equipment used in groundskeeping.
6. Knowledge of the types and uses of hand-held power tools such as chain saws, hedge trimmers, etc.
7. Knowledge of the techniques followed in weed control.
8. Knowledge of the types and uses of pesticides.
9. Knowledge of the procedures followed in pruning and cutting trees.

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10. Knowledge of standard storekeeping methods and practices, including the receipt, storage, issuance and delivery of varied stock items including perishable goods.
11. Knowledge of the proper storage methods such as palatizing, binning, etc.
12. Knowledge of the types and uses of materials handling equipment used in storekeeping.
13. Knowledge of the standard methods and techniques for handling hazardous products and fragile, durable and perishable goods.
14. Knowledge of the standard record keeping techniques and procedures used in storekeeping.
15. Knowledge of the principles and methods of inventory control of supplies and equipment.
16. Knowledge of standard procedures, methods and materials used in packaging materials and supplies for shipment.
17. Knowledge of the various methods used in transporting goods, materials and equipment.
18. Knowledge of the terminology, coding, symbols and standard abbreviations used in storekeeping.
19. Knowledge of the methods followed in building custodial, maintenance, groundskeeping and storekeeping work.
20. Knowledge of the types and uses of materials, tools and equipment used in building maintenance, groundskeeping and storekeeping work.
21. Knowledge of safety practices and procedures followed in building maintenance, custodial, groundskeeping and storekeeping work.
22. Skill in the use of small hand tools used in building maintenance such as pliers, hammers, wrenches, etc.
23. Skill in the use of hand held power tools, such as drills, chain saws and hedge trimmers.
24. Skill in the use of a variety of motorized equipment such as snow blowers, lawn mowers, forklifts, dollies, rototillers, etc.
25. Ability to maintain accurate records.

Additional qualifications acquired on job in Maintainer II positions:

1. Knowledge of the principles, practices and techniques of supervision.

Additional qualifications acquired on job in Maintainer III positions:

1. Ability to read and interpret documents such as plans, specifications, blueprints, etc.

## XII. MINIMUM ENTRANCE REQUIREMENTS:

Maintainer I:

None.

Maintainer II:

Applicants must have at least (A) one year of full-time, or equivalent part-time, experience in building custodial or institution housekeeping work; or in landscaping, groundskeeping, park maintenance or tree maintenance work.

Maintainer III:

Applicants must have at least (A) two years full-time, or equivalent part-time, experience in building custodial or institution housekeeping work; or greenskeeping, landscaping, groundskeeping, park maintenance or tree maintenance work, of which (B) at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below:

Substitutions:

I. An Associate's or higher degree with a major in forestry or landscape architecture may be substituted for a maximum of one year of the required (A) experience.\*

\*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

XIII. SPECIAL REQUIREMENTS:

Based upon assignment, possession of a current and valid Massachusetts Class 3 Motor Vehicle Operator's license.

Based upon assignment, possession of a current and valid Massachusetts Class 2 Motor Vehicle Operator's license.

Based upon assignment, possession of a current and valid hoisting license issued by the Massachusetts Department of Public Safety.

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