



Position Description

Facilities Associate (Weekend Custodial, Part-Time)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter
3. Resume/curriculum vitae,
4. Three references
5. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: Facilities Associate

POSITION'S OPERATING GROUP: Plant Operations

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: Plant Operations is responsible for maintaining and enhancing the appearance and functionality of all of the campus buildings and grounds in order to create a positive impression of our facilities among our students, employees, alumni, potential students and parents, and members of our outside communities. Plant Operations is also responsible for assisting and overseeing the design and construction of new building projects and renovations.

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: Grounds Keeping is responsible for maintaining and enhancing the day-to-day upkeep and attractiveness all campus grounds surrounding buildings to create a positive impression of our facilities among our students, employees, alumni, potential students and parents, and members of our outside communities.

POSITION'S DIRECT SUPERVISOR: Associate Director of Plant Operations

DATE POSITION LAST REVIEWED OR ANALYZED: August 2024, revised by Director of Plant Operations.

POSITION'S EMPLOYMENT STATUS: Part-Time, Staff, Non-Exempt, At-Will.

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Entry level salary for this position, with final salary to be determined at hiring based on the person's qualifications and experience. This position is not eligible for full-time benefits.

POSITION INFORMATION

POSITION SUMMARY: This position is responsible for the maintenance of university landscaping and grounds, upkeep, and minor repair to grounds equipment, and other grounds keeping tasks to maintain a safe and attractive environment. Ground personnel must be available for early morning and/or late-night hours when snow or ice forecast and for other duties as required to meet the goals and mission of the University.

POSITION WORKS WITH: Members of the Plant Operations staff, building managers, building occupants, and the KWU community.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS POSITION'S PHYSICAL WORKING CONDITIONS: 90% working indoors in a temperature-controlled environment, 10% working outside in a variable temperature and working condition environment. Physical activities consist of approximately 60% of the time standing, walking, sweeping, and approximately 40% of the time bending, lifting, keeling, or squatting. Lifting and pushing equipment and furniture (up to 50 pounds), and other similar physical motions and activities are a usual part of the job.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Works with cleaning and other similar toxic chemicals. Occasionally works at heights above 6 feet using ladders and scaffolding. Uses powered cleaning equipment and other similar power tools.

POSITION'S EQUIPMENT: Hand and powered cleaning equipment, cleaning chemicals, phone system.

POSITION'S WORK SCHEDULE: Normal Hours-Friday night, Saturday, and Sunday (up to 25 hours per week). **This position requires a high level of attendance, punctuality, and dependability as few back-up sources exist and missing work creates a ripple effect that severely affects the effectiveness and efficiency of the entire department.**

POSITION'S TRAVEL REQUIREMENTS: Minimal. Usually related to job errands around town.

POSITION DUTIES AND PERFORMANCE MEASURES

POSITION'S ESSENTIAL DUTIES: (90% of time)

1. This list is representative of those duties and responsibilities that are required of this position. However, the list is not to be considered as all inclusive. A supervisor may assign other duties to meet mission requirements of the University and cooperation of all personnel is expected to carry out the mission.
2. Examine and police the University grounds on a routine basis.
3. Mow grass and trim with power mowers and other power tools.
4. Weed flower beds, around shrubs and trees, and as directed.
5. Remove dead branches, prune, and maintain trees. Inspect trees for damage from pests and disease.
6. Remove snow and ice using power snow blowers, chemical ice melters, truck mounted plows, shovels, and/or ice scrapers.
7. Assist with removal and disposal of trash and debris.
8. Rake leaves and grass.
9. Move furniture and set-up offices and other academic spaces as directed.
10. Maintain streets in the immediate vicinity of the campus.
11. Maintain parking lots.
12. Provide support and manpower as directed to other University and Physical Plant departments.

POSITION'S OTHER DUTIES (10% of time):

1. Identify and report items needing repair to the Director/Assistant Director of Plant Operations (doors, furniture, lights, plumbing, etc.)
2. Pick up and dispose of exterior trash and debris as observed.
3. Move, set up, tear down, and store furniture, tables, chairs, and other similar items to facilitate meetings and special gatherings.
4. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE SUPERVISOR.**

POSITION'S PERFORMANCE MEASURES AND STANDARDS:

1. Periodic visual inspections and review.
2. Attendance and punctuality.
3. A neat and clean appearance including university supplied shirt for special events.
4. Work area, all storage areas, and materials safe, clean, and orderly. All cleaning supplies are clearly labeled and stored.
5. Monthly formal performance evaluation.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: High School Graduate/Student
- PREFERRED: None

CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: None
- PREFERRED: Valid driver's license

WORK EXPERIENCE:

- MINIMUM REQUIRED: None
- PREFERRED: Experience in grounds and maintenance.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

- MINIMUM REQUIRED
 - Demonstrable ability to understand and support the mission of the university.
 - Demonstrable ability to work both independently and as a member of a team.
 - Demonstrable ability to work with diverse constituencies.
 - Demonstrable ability to learn job duties and equipment operations quickly.
 - Demonstrable ability to read, write, and follow oral and written instructions.
 - Demonstrable ability to work safely.
 - Demonstrable ability to create and maintain a safe, clean, and orderly work area.
 - Demonstrable ability to move heavy items using moving equipment.
 - Demonstrable ability to lift, push, pull, or exert force of 50 lbs. or more occasionally, up to 20 pounds frequently, and up to 10 pounds constantly.
 - Demonstrable ability to attain high levels of attendance, punctuality, and dependability. **THIS POSITION REQUIRES A HIGH LEVEL OF ATTENDANCE, PUNCTUALITY, AND DEPENDABILITY AS FEW BACK UP SOURCES EXIST AND MISSING WORK CREATES A RIPPLE AFFECT THAT SEVERELY AFFECTS THE EFFECTIVENESS AND EFFICIENTLY OF THE ENTIRE DEPARTMENT.**

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHESIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.