

MANUAL		SECTION		NUMBER 1
Student Employment Office Career Services		Student Job Description		PAGE 1 / 2 REVISED 5/24
SUBJECT			RANK	GROUP
Student Maintenance Laborer IV			x	IV

DEFINITION:

This position is specifically established for units that report to the Vice Chancellor for Administrative Services.

Under the direct supervision of a status University Civil Service Personnel, a student usually performs the following duties:

- (a) Performs daily cleanup of trash and debris in assigned areas. Tasks include:
 - sweeping assigned areas, stairs, ramps, and curbs to remove trash and debris.
 - raking areas under trees and bushes to remove litter.
 - power vacuuming areas as needed.
- (b) Empties waste cans and replaces liners, ensuring trash is disposed of in the nearest dumpster.
- (c) Washes down sidewalks, surfaces, and stairways as directed, using hoses or power washing equipment.
- (d) Assists with snow and ice removal from sidewalks, ramps, decks, and handicapped areas as directed.

BASIC QUALIFICATIONS:

The position requires the ability to use various hand tools such as shovels, rakes, brooms, etc. In addition, the position requires the use of smaller mechanized equipment such as lawnmowers, power vacuums, and sweepers. There are a number of tasks to be performed which require strength and dexterity. Ability to lift 80 pounds, and using a variety of heavy hand tools are expected in the position.

All of the position's tasks are to be performed outside, regardless of weather conditions. Extreme weather conditions may be encountered. Unpleasant tasks, especially during cleaning, may be necessary.

QUALIFICATIONS FOR STARTING AT STEP B:

Basic qualifications plus an additional year as a Student Maintenance Laborer or two years of comparable experience related to the duties performed.

LEARNING OUTCOMES*:

- Promptly inform relevant others when needing guidance with assigned tasks.
- Proactively anticipate needs and prioritize action steps.

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- Multi-task well in a fast-paced environment.
- Demonstrate flexibility by adapting to diverse environments.
- Be present and prepared.
- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals.
- Consistently meet or exceed goals and expectations.
- Have attention to detail, resulting in few if any errors in their work.
- Show a high level of dedication toward doing a good job.
- Collaborate with others to achieve common goals.
- Quickly adapt to new or unfamiliar technologies.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).