

# **MORGAN STATE UNIVERSITY**

## **JOB SPECIFICATON**



### **FOOR TECHNICIAN SUPERVISOR**

Class Code: 00504

FLSA Code: N/E (Non-Exempt)

Pay Range: 07

### **JOB SUMMARY**

Under general supervision, supervises a team of housekeeping floor technicians to clean carpets, strips, waxes and maintains all hard floor surfaces, and performs other custodial duties as required. Proficient in operating various floor equipment (i.e. scrubbers, burnishers, carpet extractors and chariots, etc.). Takes appropriate and necessary precautions to ensure the safety of students, faculty, staff and visitors and other associates in accordance with established protocol. Tasked with ensure the cleanliness, orderliness, and attractive conditions of building floors and interiors; may be required to move furniture and equipment.

### **PRIMARY DUTIES**

1. Determines work priorities, plans, schedules, assigns and reviews work. Supervises and trains subordinate personnel.
2. Maintains all designated floor areas and assigns floor care duties to maintain an acceptable level, according to industry standards of cleanliness and sanitation.
3. Operates and supervises work performed using floor buffers, scrubbers, strippers, vacuum cleaning equipment and shop vacuums.
4. Ensures cleaning materials and supplies are maintained in area. Orders and delivers new supplies. Measures chemicals correctly based on industry standards.
5. Cleans, dust mops, strips, and waxes floors.
6. Cleans, maintains, and stores equipment and PPE proficiently.
7. Ensures daily clean-up of all flooring projects and responsible for safe work practices.

8. Maintains record of weekly, monthly, yearly floor care and schedule cleaning duties.
9. Inspects and reports physical conditions of assigned areas to appropriate personnel regarding repairs, replacements, furnishings, and relocation of equipment.
10. Collaborate regularly with other supervisors and team members for all floor care initiatives.
11. Performs housekeeper duties as required.

## **MINIMUM QUALIFICATIONS**

### **EXPERIENCE:** High School Diploma or GED

Eight years of progressively responsible experience in performing duties of a floor technician at a Level 1 Standard. Five years in housekeeping in a lead or supervisory capacity.

## **REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

General knowledge of the procedures, equipment and supplies used in housekeeping and floor care; proficient in all floor surfaces (i.e. VCT tile, terrazzo, rubber floor, hardwood and carpet); skilled in the use and maintenance of floor care tools and equipment; in the selection and application of flooring chemicals and supplies; in providing guidance and training to others. Ability to plan and supervise the work of floor care personnel; estimate supply and equipment needs; to read, write, and perform mathematical calculations; to operate assigned tools and equipment; to work with chemicals and cleaning solutions; to understand and follow oral and written instructions; to lift and transport supplies, materials, and equipment; ensure proper personal protective equipment is used at all times.

### **OTHER:**

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

## **CONDITIONS OF EMPLOYMENT**

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job.