

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services. Agency Number

CHECK ONE: G NEW POSITION G EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas State Historical Society	9. Position No. K0244096	10. Budget Program Number 96510	Position Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Custodial Specialist	
3. Division Administrative Services		12. Proposed Class Title	
4. Section Maintenance -- Kansas History Center		For Use By Personnel Office	13. Allocation
5. Unit			14. Effective Date
6. Location (address where employee works) City Topeka County Shawnee			15. By _____ Approved
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		16. Audit Date: _____ By: _____ Date: _____ By: _____	
8. Regular hours of work: (circle appropriate time) FROM: 7:00 AM TO: 4:00 PM		17. Audit Date: _____ By: _____ Date: _____ By: _____	

PART II - To be completed by department head, personnel office or supervisor of the position

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
	Grounds Supervisor II	K0102150

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Same as above		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position has some latitude in flexing their own daily work schedules, they work independently at times and must be able to respond by prioritizing services and communicating with staff. They must have a understanding of Department procedures and be able to provide the needed services or guidance in the solution process. During special projects the supervisor may give more direct instructions and frequent inspections, this is dependent on the difficulty of work and most of the time when the work requires specific building maintenance skills (duties outside housekeeping and special event services).

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	Maintains the Kansas Historical Society, which includes the Kansas Museum of History, State Archives, Potawatomi Mission, Stach Schoolhouse, and warehouse by using knowledge of building materials, cleaning procedures, cleaning products, operation and maintenance of specialized or industrial equipment and through the use of public service techniques. Percentages are approximate and will vary depending on changing needs. Areas require a high level of hygiene and special attention to details, extreme attention and care is necessary when working with collections and in highly secured collection areas. The Kansas Historical Society represents millions of dollars in facilities and collections, which require professional care to maintain and preserve their condition.
1.) 45%	<p><u>Housekeeping Services</u></p> <p>Position cleans, disinfects, deodorizes, removes trash, replenishes supplies, dusts and cleans horizontal and vertical surfaces, furniture, exhibit cases and blinds, cleans and polishes glass, tile, woodwork and metal surfaces. This is a high frequency level of cleaning and requires constant and special attention to all details, working with and around Museum and Archive collections and artifacts brings a high degree of responsibility in following special cleaning procedures and by having access to highly secured areas with irreplaceable artifacts. Because of a very broad and high visitation and activity rate, some areas such as restrooms and food areas require a very strict level of cleaning to eliminate any potential exposure to illnesses or bio-hazardous conditions.</p>
2.) 20%	<p><u>Floor maintenance</u></p> <p>Position maintains all floor surfaces, wood, tile, stone, carpet and concrete by sweeping, mopping, stripping, waxing, sanding, finishing, polishing, vacuuming, steam cleaning and shampooing. Position must have a thorough working knowledge of floor materials, cleaning and maintenance procedures and in the operation and maintenance of all standard and specialized equipment i.e. industrial size floor scrubbers and sweepers, high and low speed polishers, industrial steam or wet extraction equipment, wet vacs and dry type carpet cleaning equipment.</p>
3.) 25%	<p><u>Special Event Services</u></p> <p>Provides special event services which include Educational events and programs, Society events and programs and 3rd party rentals at the Kansas History Center which has over 30,000 sq. ft. of classrooms, conference rooms and lobbies, also available are plaza and grounds accommodations.</p> <p>Position interprets setup sheets, weekly schedules and monthly calendars for information i.e. day, date, time, location, number attending, equipment needs and reads and understands setup diagrams. Employee moves and arranges 8 classrooms, 5 conference rooms, 3 lobbies including walls, plants, sectional couches, portable partitions, train and train benches, setup and takedown 5 foot, 6 foot, 8 foot rectangular tables, 60" round tables, portable stage, chairs, AV equipment, podiums, lectures, portable screens and extension cords.</p>
4.) 10%	<p><u>Other Duties as Requested</u></p> <p>Provides support services in order to maintain, operate and keep an attractive appearance of all buildings and grounds for the Kansas History Center.</p> <p>Position performs other related duties which include but are not limited to maintenance repairs i.e. replacing light bulbs, plumbing, painting, repair and install floor material (carpet, tile, wood), repairs and maintains all related equipment, moves furniture and artifacts, installs Herman Miller offices, provides grounds support during peak seasons in snow removal, lawn care, cleaning plaza and walks, maintains reflection pool, receiving and making deliveries.</p> <p>Employee is subject to emergency cleaning services, overtime or flexed hours. Employee must participate in weekend and holiday coverage. All duties and responsibilities will be performed in accordance with established priorities and expectations. Employee will perform work with a cooperative and cheerful attitude, this position is expected to provide information and services to the public during the performance of their regular duties, customer satisfaction is a measurement for acceptable work performance.</p>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- Plans, staffs, evaluates, and directs work of employees of a work unit.
- Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

Improper equipment and work procedures may result in public or personal injury, damage to historic documents and three dimensional artifacts and facility buildings by moving furniture and artifacts, operating related equipment, misuse of caustic chemicals or cleaning and maintenance procedures, falling from ladders, work lifts, scaffolding etc..

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Staff have daily contact with all building users and visitors while performing their duties. The facility and activities have high public visibility, staff are issued uniforms and are expected to greet and assist the public as needed.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Improper use of equipment may result in electrical shock or physical injury
Possibility of falling from work lifts, ladders or scaffolding
Improper mixing and/or use of chemicals can cause hazardous conditions to self and others
Daily tasks require heavy lifting, pushing, pulling and bending which may cause injury if not done properly
Work conditions may be extremely cold or hot
Exposure to blood born pathogens and body fluids through public visitation and accidents

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

High and low speed floor polishers, industrial floor sweepers, carpet cleaning machines, auto scrubbers, vacuum cleaners dollies, high pressure sprayers-daily, electric saws, grinders, sanders, drills and hand tools- special assignments.
Lawn mowers, trimmers, snow blowers --- seasonal when applied to grounds support. Automobile or truck -- twice a month

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Prefer high school or G.E.D. graduate

Education or Training - Special or professional

Licenses, certificates and registrations

Valid drivers license

Special knowledge, skills and abilities

Knowledge of building materials, custodial procedures and the operation and maintenance of industrial equipment used in custodial services. Ability to communicate orally and in writing, understand and interpret written and oral instructions, special cleaning in Museum collection areas, have good physical stamina, able to work effectively with and around people.

Experience - Length in years and kind

One year experience in housekeeping with the operation of industrial floor equipment and special event setups helpful.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

This work requires moderate to heavy physical activity daily, must be agile and able to lift 80 lbs.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date