

**MORGAN STATE UNIVERSITY
JOB SPECIFICATION**



FLOOR TECHNICIAN

Class Code: 0272
Pay Range: 05

FLSA Code: N/E (Non-Exempt)
Job Family: Physical Plant

JOB SUMMARY

Under direct supervision, cleans 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 extractor 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

PRIMARY DUTIES

1. Maintains all designated floor areas assigned by supervisor at a level 1 standard of cleanliness and sanitation.
2. Removes spots from carpets, performs bonnet and extraction carpet cleaning.
3. Operates floor buffers, scrubbers, strippers, vacuum cleaning equipment and shop vacuums.
4. Cleans, dust mops, strips, and waxes floors.
5. Measures chemicals correctly based on industry standards.
6. Cleans, maintains, and stores equipment and PPE proficiently.
7. Cleans up behind all projects (i.e. baseboards, base of doors, etc.).
8. Maintains record of weekly, monthly, yearly floor care and schedule cleaning duties.
9. Reports maintenance issues to the supervisor.
10. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or GED

5 years of progressively responsible experience in performing duties of a floor technician at a Level 1 Standard

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of the procedures, equipment and supplies used in floor care work. Demonstrated skill in the use and maintenance of floor tools and equipment; the selection and application of floor chemicals and supplies; proficient in all floor surfaces (i.e. VCT tile, terrazzo, rubber floor, hardwood and carpet). The ability to plan and execute the work of a floor technician; to estimate supply and equipment needs; to read, write, and perform arithmetic calculations; to operate assigned tools and floor equipment; to work with chemicals and cleaning solutions; to understand and follow oral and written instructions; to lift and transport supplies; to wear and work in personal protective equipment.

CONDITIONS OF EMPLOYMENT

Employer provides all personal protection equipment (PPE), (i.e. shoes, goggles, gloves, masks, etc.). Candidates selected for employment may be subject to medical examinations to determine ability to perform the job.