



Job Posting Notice

Custodian – Maintenance I (Regular Full-Time)

The University of Pittsburgh at Greensburg is currently accepting applications for a full-time Custodian.

Essential Functions/Job Duties:

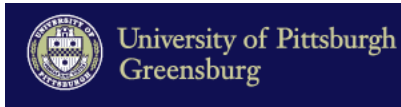
- Perform general housekeeping and janitorial duties.
 - A. Housekeeping/Janitorial – Sweep, mop, vacuum, scrub and wax floors; machine shampoo carpeting; clean walls, vents, screens, furniture, drinking fountains, and other interior fixtures; wash windows, trash cans, and glass doors; clean restrooms and replenish supplies; assist in snow removal.
 - B. Grounds Keeping: Cut grass, plan shrubbery, weed gardens, remove snow and spread salt; assist in painting outside surfaces, laying concrete and constructing fences and other fixtures.
 - C. General Maintenance – Use various hand tools to perform minor repairs such as belts and brushes on vacuums; hang bulletin boards, pencil sharpeners and other items; and clean basins and yard drains. Assist in razing partitions, breaking up concrete, applying primer, and removing paint for surfaces.
- Set up and move furniture, equipment and supplies.
- Empty waste baskets, pick up and empty trash.
- Clean and wash light fixtures and replace light bulbs.
- Drive campus vehicle to pick up and/or deliver supplies, materials or passengers.
- Assist in loading and unloading vehicles and moving heavy boxes and supplies. Must be able to lift 50 pounds.
- Erect and work from scaffolds or ladders.
- Participate with skilled maintenance workers performing general maintenance duties.
- Respond to emergency and after hour calls and make repairs or notify appropriate personnel
- Follow prescribed safety regulations and inform management of potential risks or hazards.
- Complete work requests to notify management of repair work.
- Perform other related duties as required or assigned.

Other Requirements:

- Primary hours of work will be 2:30pm – 11:00pm, Tuesday through Saturday. Additional hours may be required to meet the needs of the Campus. Must be available to work a flexible schedule, as needed.
- Pennsylvania State Police Criminal Record Check, and other background checks and clearances as required.
- Valid driver's license with satisfactory driving record history.
- Three work-related/professional references.

Education/Work Experience Requirements:

- High School Diploma or GED required.
- Must have three (3) years prior custodial experience in commercial/institutional setting, including use of commercial scrubbers, vacuums, buffers and their associated concentrates for cleaning.



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Salary & Benefits:

- Hourly wage in accordance with Collective Bargaining Agreement.
- Generous University benefits package.

Application Procedures and Requirements:

- Complete and submit a University of Pittsburgh Staff Employment Application form. This form is used for this custodian position only and can be found on our campus website: <http://www.greensburg.pitt.edu/faculty-staff/office-human-resources> under "Resources & Forms."
- Submit a cover letter and resume, to include salary history, along with the Employment Application.
- Deadline for applications is 5:00 p.m. on Friday, November 22, 2013.
- Mail completed applications, along with your cover letter and resume to: University of Pittsburgh at Greensburg, 108 Lynch Hall, 150 Finoli Drive, Greensburg, PA 15601. Attn: MA131102. Applications will also be accepted at the above address between 8:30 a.m. and 5:00 p.m., Monday through Friday.

Only those candidates selected for an interview will be contacted

The University of Pittsburgh is an Affirmative Action, Equal Opportunity Employer