

**JOB INFORMATION**

Effective Date	6/27/2023
Job Code:	7305
Job Title:	Floor Technician
Salary Grade/Structure:	080 - Support Staff
Career Level Name:	S1 - Entry Support
FLSA Name:	Non-Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	General Maintenance
Job Summary	Perform all cleaning functions in relation to floor care including stripping, finishing, burnishing, scrubbing, carpet shampooing, bonnet cleaning, etc. Other duties as assigned. Hours for this position will be Monday through Thursday 5 p.m. to 1:30 a.m. and Friday, 2:00 p.m. to 10:30 p.m.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
High School Diploma or GED		Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum 2 years of experience in floor care and maintenance.	Required	
Less than 3 yrs	Able to read, write, and understand English.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Must possess the ability to safely use all assigned equipment.</li> </ul>	Skilled

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Willingness and ability to serve on emergency duty assignments as needed.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Must have the physical ability and stamina to perform strenuous work and lift heavy objects.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Hard floor care: sweep, dust/damp mop as per supervisor's assigned schedule. Scrub and renew all floor finishes according to established policy and procedures as per supervisor's assigned schedule.</li> </ul>	60%
<ul style="list-style-type: none"> <li>Carpet Care Responsibilities: Vacuum carpeted areas in a timely manner as instructed. Spot clean carpets where needed as instructed. Rotary clean or extract carpets in accordance with established procedures in a timely manner according to supervisor's schedule.</li> </ul>	30%
<ul style="list-style-type: none"> <li>Report all recommendations, discrepancies, hazards or breaches of policy to your supervisor as they occur. Clean and store equipment and supplies at the end of the shift. Report lost items to security as loss becomes apparent. Attend all in-services and training classes as assigned. Fill-in for absent workers.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Other related duties as assigned.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Craft Workers - Indoors

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting						
Lifting					X	
Carrying					X	
Pushing					X	
Pulling					X	

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Climbing					X	
Balancing					X	
Stooping					X	
Kneeling					X	
Crouching					X	
Crawling				X		
Reaching					X	
Handling					X	
Grasping					X	
Feeling					X	
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat			X		
Humid			X		
Wet		X			
Noise			X		
Hazards			X		
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description