

JOB INFORMATION

Effective Date	10/21/2021
Job Code:	7305
Job Title:	Floor Specialist
Salary Grade/Structure:	080 - Support Staff
Career Level Name:	
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 a.m. to 1:30 p.m. and Friday, 1:30 p.m. to 10:00 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	or equivalent. Able to read and write and understand English	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	experience floor care and maintenance	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
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JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• 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.	60%
• 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.	30%
• 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. Other duties as assigned.	10%

PRE-EMPLOYMENT

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					

Working Environment

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

Travel Requirements

Estimated Amount	Brief Description