



**YOUNGSTOWN  
STATE  
UNIVERSITY**


LETTER OF UNDERSTANDING  
between  
YOUNGSTOWN STATE UNIVERSITY  
AND  
ASSOCIATION OF CLASSIFIED EMPLOYEES (ACE)

In accordance with a Letter of Understanding executed between the University and YSU-ACE on September 7, 2023, the parties met on September 4, 2024 to discuss classification changes for the position of Custodial Technician 3. The classification changes will be updated in the [Classification Plan](#). The updated position description is enclosed with this notification. The details are listed below:

- Custodial Technician 3 -\$17.85


If applicable, Organizational Development will create a plan to move all existing employees into the above-mentioned classifications and will consult with YSU-ACE representative(s) prior to implementation as needed.

For the University:

  
[Kevin Kralj \(Sep 9, 2024 11:26 EDT\)](#)  
\_\_\_\_\_  
Kevin M. Kralj  
Director, Labor and Employee Relations

Date: 9.9.24

For the Union:

  
[Melanie Leonard \(Sep 10, 2024 11:32 EDT\)](#)  
\_\_\_\_\_  
Melanie Leonard  
President, YSU-ACE

Date: 9/10/24



## POSITION DESCRIPTION

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**Name:**  
**Effective Date:**  
**Salary Range/Pay Rate:** 20 ACE  
**POSN:**  
**FTE:** 1.0  
**Reviewed By:** DK/AJM  
**FLSA Review:** Non-exempt

**Title:** Custodial Technician 3

**Department:** Janitorial Services

**Summary of Position:** The class works under direction and requires expert knowledge of custodial procedures in order to provide work direction over contracted and supervise student employees and/or to clean and maintain offices, living and dining areas, and rest rooms. Incumbents oversee and monitor the custodial program and serve as lead workers over contracted employees, directly supervise student employees and/or clean various work and living areas.

### **Position Information**

**Essential Functions and Responsibilities (% of Duties): 60%** - Directly supervises a team of student employees engaged in cleaning and sanitizing activities; reviews and approves web time entry. Supervises student staff throughout the employment cycle; coordinates work activities and participates in training and evaluation on a daily basis.

Coordinates routes of buildings in order to maximize student employees' time to refill and stock supplies while supplementing janitorial disinfecting of common areas.

Serves as a liaison between the Office of Environmental and Occupational Health and Safety and Janitorial Services. Ensures appropriate supplies are available to the cleaning team.

Maintains contact with supervisor concerning problems; inspects various buildings, evaluates, and creates inspections form reports. Reports any repairs that need to be made.

**35%** Processes requests for the acquisition and disposal of surplus property, conducting on-site inspections to assess conditions and determine appropriate disposition. Provides guidance to requesting departments on completing necessary documentation, including the "Inventory Control" form and relevant "Capital Inventory" forms.

Facilitates the removal of surplus property by university movers, arranging transportation to designated locations for intra-university use, sale, recycling, or disposal.

Facilitates the transfer of surplus property within the university, maintaining an inventory and periodically informing the campus community of available items.

Facilitates the sale of surplus property through sealed bids, auctions, or predetermined pricing methods, utilizing approved platforms such as GovDeals.

Facilitates the donation of surplus property to educational, governmental, or 501(c)(3) organizations,

ensuring compliance with applicable regulations and guidelines.

**5%** - Assists in the creation and maintenance of processes and procedures as they relate to ongoing cleaning and disinfecting efforts.

Attends Health and Safety classes that comply with OSHA regulations and defensive driving classes, as required.

**Other Functions and Responsibilities:** Assists with training new hires; performs other related duties as assigned.

**Equipment Operated:** Computer and all other standard office equipment; Delivery Vehicle; Hand Cart; Hand-held radio; Electric and standard Pallet Jack; Shop Vacuum; Vacuum Sweeper; Electronic Key Tracer; Camera; Rapid Air Mover.

**Work Schedule:** M-T-W-Th-F 8:00 a.m. – 4:30 p.m.

**Supervision Exercised:** May exercise supervision over student employees

**Reports to:** Manager, Building Services

**Qualifications and Competencies**

**Required Certifications, Training, and/or Licensures:** None

**Knowledge, Skills, and Abilities:**

Knowledge of: supervisory principles/techniques\*; inventory control\*; cleaning practices and procedures\*.

Skill in: operation of a personal computer; operation of cleaning equipment and tools\*.

Ability to: deal with problems involving few variables within familiar context; read, copy, and record figures; carry out simple instructions; recognize safety warnings; stand, walk, or bend continuously.

(\* ) Developed after employment.

**Minimum Qualifications:** High School Diploma or GED; four years of experience in custodial procedures; valid driver's license.

I hereby acknowledge that I have reviewed this position description and fully understand my job duties and responsibilities in their entirety.

If I have any questions about my job duties and responsibilities, I will contact my immediate supervisor or a member of Human Resources.

**Preferred Qualifications:**

**Physical Requirements:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform medium work.

**POSITION DESCRIPTION**

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**Medium:** work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.









# LOU - Custodial Tech 3

Final Audit Report

2024-09-10

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