



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

Custodial Technician Occupation

**BARGAINING UNIT:**

ACE

**Custodial Technician**

**SERIES PURPOSE:** The purpose of the Custodial Work occupation is to maintain a clean environment in which employees may work and clients may live.

**CLASS CONCEPT:** The class works under direction and requires expert knowledge of custodial procedures in order to provide work direction over contracted and supervises student employees and/or to clean and maintain offices, living and dining areas, and restrooms. 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.

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

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.

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.

Effective 08/09/2026

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.

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 any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**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.

**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 CLASS QUALIFICATIONS FOR EMPLOYMENT:** High School Diploma or GED; four years of experience in custodial procedures; and valid driver's license.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** Valid driver's license.

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

**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.

**UNUSUAL WORKING CONDITIONS:** Exposed to chemicals in cleaning products; may work evenings; may be exposed to unpleasant weather conditions.