



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Maintenance / Custodial

Position Title: Maintenance / Custodial
Contract Term: 12-month position
Accountable To: Facilities Manager
Salary: \$15.72 - \$17.07/hr

Summary of Position: Does cleaning, preventative maintenance and equipment repair of all building, equipment and systems to provide a safe, clean environment.

JOB CHARACTERISTICS:

Nature of Work:

This position performs labor duties in the upkeep of the campus buildings and grounds. Work performed indoors and outdoors year round. May require work beyond normal day to complete projects or for emergencies. Position is exposed to chemicals, heavy lifting, and working with moving parts of equipment requiring adherence to safety procedures. Maintains confidentiality of sensitive information.

Personal Contacts:

Frequent contact with public, staff and students to inform them of work in progress, institutional needs and to ensure safety.

Supervision Received:

Facilities Manager on a daily basis through face-to-face meetings or phone conversations.

RESPONSIBILITIES:

- Provides for the general comfort of environment and cleanliness of the buildings, ensures college has an appealing appearance, and is safe and sanitary.
- Garbage pickup and disposal.
- Cleaning, sweeping, mopping, wax removal and application, buffing, finishing, and shampooing of different types of floors.
- Cleaning and wiping down of glass windows, doors, bathrooms and bathroom fixtures.
- Grass cutting, trimming, seeding, weed eating, spraying and tree care.
- Outside garbage pickup.
- Snow removal using bobcat, snow blower and shovel.
- Safely operate and properly care for automobiles, heavy equipment, machines and tools used for grounds work.
- Maintenance and repairs on vehicles and equipment.
- Maintain logs on vehicles.
- Minor repair of plumbing including unplugging clogged drains, repairing or replacing commodes, faucets, valves, auto-flushers, ball cocks, toilet seats, wax seals.
- Repair or replacement of water circulating pumps and motors, small water heaters, filling dry sewer



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traps, other items similar in nature.

- Performs light carpentry duties.
- Painting.
- Replaces ceiling and floor tiles.
- Installation/repair of small switches, electrical heaters, fuses, light bulbs, fire alarms, and elevators.
- Service air handling units by changing air filters, wiping down, greasing and oiling of electrical motors.
- Set up and tear down for special events in the gym and auditorium.
- Pick up and deliver mail.
- Thoroughly inspects buildings and grounds.
- Handles all work requests in a timely manner.
- Performs other position related duties as required.

JOB REQUIREMENTS:

Knowledge:

This position requires a basic knowledge of building and floor cleaning, maintenance of equipment and building systems, knowledge of and following safety procedures in dealing with chemicals and equipment. Knowledge of heat pump trouble shooting and energy sustainability is helpful.

Skills:

This position requires skill in use of power and hand tools, working with mechanical systems, maintenance of building, preventative maintenance of equipment, hooking up flatbed trailers and towing heavy equipment. This position will be required to effectively communicate effectively orally and in writing with the public and co-workers.

Abilities:

This position requires the ability to be aware of safety and sanitary conditions; crawl in confined spaces; climb a ladder; lift and move heavy objects up to 50 lbs.; work in varying weather conditions; work nights and weekends as required; maintain records; do light preventative maintenance on equipment; operate heavy equipment; tow heavy equipment; follow verbal and written instructions; properly use an array of small engines, machines and tools.

MINIMUM QUALIFICATIONS:

- A minimum of a High School Diploma or GED.
- Valid ND Driver's License.

PREFERRED QUALIFICATIONS:

- Five years' experience in building maintenance or AAS in HVAC.
- Experience working in Native American community.