

Maintenance /Custodial – South Campus

Position Title:	Maintenance/Custodial South Campus
Contract Term:	12-month
Accountable To:	Facilities Manager
Salary:	\$21.16/hr - \$22.97/hr

Summary of Position: The main purpose of this position is the overall maintenance, upkeep and security of the college facilities and grounds at TMC's south campus. Will patrol and guard campus properties, buildings and grounds. Major responsibility is to participate in the performance of skilled and semi-skilled maintenance and repair work.

JOB CHARACTERISTICS:

Nature of Work: The work environment consists of daily inside and outside work in all weather conditions. The job requires being available for the south campus for emergency purposes such as: fire, snow removal, security alarms, break-ins, etc. May require working after normal work hours for certain repairs or renovation projects.

Personal Contacts: The job requires contacting certified electricians, plumber or heating and cooling personnel when the job requires it for insurance compliance. This position also requires contact with the south campus staff and the Facility Manager on a regular basis.

Supervision Received: This position is supervised by the Facilities Manager.

RESPONSIBILITIES:

- Continuously monitors the conditions of the buildings and grounds and initiate maintenance and repair activities as needed.
- Patrol and provide security for all campus buildings and grounds and guard against crime, including theft and vandalism.
- Enforce parking and smoking rules and regulations.
- Report complaints and incidents to Safety and Compliance Officer/Trainer according to established procedures.
- Report unusual or suspicious occurrences to proper authorities.
- Responsible for all equipment assigned to the maintenance department at south campus.
- Accountable for petty cash fund.
- Assist with safety plan for south campus.
- Responsible for preventative maintenance and upkeep on all building and mechanical systems.
- Completes purchase requisitions to acquire supplies and materials.
- Grounds upkeep including mowing, garbage removal, landscaping and snow removal.
- Properly use an array of small engines, machines and tools.
- General maintenance on motorized equipment such as snow blowers, lawnmowers, skid steers, shampooers, vacuums.
- Supervise workers provided through programs.
- Reports break ins to local authorities and Facilities Manager.
- Carpet cleaning.
- Performs other position related duties as required.

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JOB REQUIREMENTS:

Knowledge: Requires a thorough knowledge of the methods, practices, tools and materials used in general maintenance and repair work. Follows safety procedures in dealing with chemicals and equipment. Requires knowledge of trenching and landscaping.

Skills: Skill in use of power and hand tools, maintenance of building, preventative maintenance of equipment. Ability to perform skilled and semi-skilled maintenance tasks in carpentry, plumbing, heating and cooling and electricity.

Abilities: This position requires the ability to be aware of safety and sanitary conditions. May need to work nights and weekends. Will maintain records. Will do light preventative maintenance on equipment. Operates and tows heavy equipment. Must follow verbal and written instructions.

Physical Demands: Must be able to crawl in confined spaces, climb ladders, use personal lifts and work at heights up to 30 feet. Must be able to lift and move heavy objects up to 50 lbs. Must be able to work in varying weather conditions.

REQUIRED QUALIFICATIONS:

- Must have documented skid steer experience.
- Must have a valid ND driver's license.

PREFERRED QUALIFICATIONS:

- Experience in electrical, plumbing and furnace or HVAC.