COMMISSIONER’S PLAN CLASSIFIED JOB POSTING (Unit 218)

POSITION AVAILABLE: General Maintenance Worker (PCN #00748670) – TEMPORARY
CLASSIFICATION: General Maintenance Worker (Job Code 001725)
CLOSING DATE: March 7, 2021
STARTING DATE: Approximately March 8, 2021 (or ASAP)
EMPLOYMENT CONDITION: Full-Time, Temporary (Approximately March 8 thru May 14, 2021)
   M to TH – 2:30 to 11:00 p.m.; Friday – 12:00 to 8:30 p.m.
   (Includes two 15-minute paid rest breaks and one 30-minute unpaid meal break)
Not eligible for insurance benefits, leave accruals, or holiday pay
SALARY RANGE: $15.24 to $21.56 Per Hour (plus shift differential of $.65 per hour)

DESCRIPTION OF DUTIES:
The purpose of this position is to enhance the environment for internal and external customers by providing general cleaning, maintenance, painting, grounds work, and perform minor construction for ATCC’s grounds and buildings.

This person will report directly to the Building Maintenance Supervisor, with lead work provided by the GMW Lead.

MINIMUM QUALIFICATIONS:
**Knowledge of different types of flooring/floor covering sufficient to determine proper methods of maintenance and appropriate cleaning methods, materials, agents and equipment.
**Knowledge of chemical cleaning agents such as ammonia, bleaches, scouring agents and soaps sufficient to appropriately select the agent(s), handle and apply, and dispose of safely.
**Knowledge of methods, tools, and equipment used in maintenance sufficient to use effectively and operate safely and to make minor repairs.
**Physical health and endurance sufficient to perform work functions.

PREFERRED QUALIFICATIONS:
High School Diploma
Current State of MN Class D Driver’s License
Good Computer Skills (Email, Word, Excel, etc.)
Knowledge and experience in floor care
Ability to lift up to 50 lbs., Push and Pull
Ability to work in buildings after ventilation systems are shut off
Ability to perform assigned tasks with limited work direction
Ability to keep simple records

NOTICE: In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college business who use a rental or state vehicle shall be required to conform to Minnesota State’s vehicle use criteria and consent to a Motor Vehicle Records check.

APPLICATION PROCEDURE:
Please submit application materials (resume and cover letter) online at https://www.alextech.edu/employment. Click on Temporary Jobs – “How to Apply” link and apply online with a deadline of March 7, 2021.

Email questions to employment@alextech.edu or contact Annette Pavek @ 320-762-4411.

Affirmative Action/Equal Opportunity Employer
A Member of Minnesota State
This information can be made available in alternative formats to individuals with disabilities by calling 651-259-3637 or 651-282-2699 (TTY).
### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>College/Campus:</th>
<th>Working Class/Class Title:</th>
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<tbody>
<tr>
<td>Alexandria Technical and Community College</td>
<td>General Maintenance Worker</td>
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- **Position Work Days/Hours:**
  - M, TU, W, TH – 2:30 to 11:00 pm
  - F – 12:00 to 8:30 pm

- **Position Control Number:** 00748670

- **Employee’s Signature:**
  (this position description accurately reflects my current job)

- **Supervisor’s Signature:**
  (this position description accurately reflects the employee’s current job)

### POSITION PURPOSE:

The purpose of this position is to enhance the environment for internal and external customers by providing general cleaning, maintenance, painting, grounds work, and perform minor construction for ATCC’s grounds and buildings.

### REPORTABILITY:

- **Reports to:**
  - Building Maintenance Supervisor/Security Lead
  - Lead work provided by GMW Lead

### DIMENSIONS:

- **Budget:**
  (If this position controls, manages or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved.)
  - N/A

- **Who are your customers?**
  - Students
  - Parents
  - Faculty
  - Support Staff
  - Visitors/Community
PRIMARY RESPONSIBILITIES

1. General maintenance duties as assigned.
   a. Responsible for the cleaning and upkeep of the 700 North and 700 South Buildings in its entirety.
   b. Sweep, mop, wax, vacuum, and scrub floors in the campus buildings
   c. Scrub and disinfect bathrooms and keep bathrooms supplied with paper, towels and soap
   d. Wash windows, ceilings (including HVAC vents), and walls
   e. Dusting
   f. Handle recyclable products, haul and collect trash to pick up points
   g. Responsible for keeping facilities free from cigarette butts, litter, and leaves in your respective area.
   h. Straighten classrooms, i.e., desks and chairs, etc.
   i. Remodeling and special projects
   j. Secure assigned areas
   k. Give work direction to Work Study students assigned to assist in your work area

   Priority: A          Percent of Time: 85%

2. Miscellaneous jobs as assigned.
   a. Cut off locks from lockers
   b. Make minor repairs to building and custodial equipment
   c. Jump start vehicles on campus for students and staff
   d. Unlock doors on campus
   e. Clean up spills on campus floors
   f. Unload delivery trucks
   g. Arrange rooms for special events
   h. Painting
   i. Other duties as assigned

   Priority: A          Percent of Time: 5%

3. Receive daily projects and assignments by checking e-mail, phone mail messages, and mailbox at the beginning of and periodically throughout the shift.

   Priority: A          Percent of Time: 5%

4. Shovel snow and remove ice from state-maintained sidewalks and parking lots by operating snow removal equipment, such as one-ton plow truck, snow blower, etc., during winter season.

   Priority: A          Percent of Time: 5%
RELATIONSHIPS
This person requires the ability to work well with others. This person will interact with customers within the college, both external and internal, in a variety of situations. Excellent oral and written communication skills will also be necessary in order to carry out duties.

KNOWLEDGE, SKILLS AND ABILITIES

MINIMUM QUALIFICATIONS:
**Knowledge of different types of flooring/floor covering sufficient to determine proper methods of maintenance and appropriate cleaning methods, materials, agents and equipment.**
**Knowledge of chemical cleaning agents such as ammonia, bleaches, scouring agents and soaps sufficient to appropriately select the agent(s), handle and apply, and dispose of safely.**
**Knowledge of methods, tools, and equipment used in maintenance sufficient to use effectively and operate safely and to make minor repairs.**
**Physical health and endurance sufficient to perform work functions such as use of hand tools and handle fairly light materials manually, to perform work functions using ladders and scaffolding, and to function in adverse weather conditions.**

PREFERRED QUALIFICATIONS:
High School Diploma
Current State of MN Class D Driver’s License
Good Computer Skills (Email, Word, Excel, etc.)
Knowledge and experience in floor care
Ability to lift up to 50 lbs., Push and Pull
Ability to work in buildings after ventilation systems are shut off
Ability to perform assigned tasks with limited work direction
Ability to keep simple records

NOTICE: In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college business who use a rental or state vehicle shall be required to conform to Minnesota State’s vehicle use criteria and consent to a Motor Vehicle Records check.

This employee is expected to develop a working knowledge of and comply with all college safety rules, regulations and policies.

This employee is expected to conduct himself/herself in a professional and customer service-based manner at all times to promote a harassment-free environment. All communications and interactions with internal and external customers are to be conducted with courtesy and respect.

CREATIVITY AND PROBLEM SOLVING
The ability to problem solve is an important element of this position. This person will need to perform tasks assigned “as needed” and will need the ability to prioritize without immediate direct supervision. This person will also require self-motivation.

FREEDOM TO ACT
This person will have considerable freedom to act within the parameters of the job description. In order to respond quickly, this person needs to be able to make decisions and set priorities with minimal supervision. The supervisor gives this employee the discretion and freedom to ask for additional assistance on bad weather days for snow/ice removal. The immediate supervisor will be readily available, but in the event he/she cannot be reached, the Director of Facilities or an administrator can be contacted for assistance.