

MINNESOTA STATE COLLEGES AND UNIVERSITIES
Minnesota North College - Mesabi Campus

Employee Name:	Position Control Number: 01085186
Department/Division: Maintenance	Classification Title: General Repair Worker
Prepared By: Charlotte Peterson	Working Title: General Repair Worker
X Non-Exempt <input type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	<i>If Exempt, attach required documentation</i>
X Unlimited <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Limited	If seasonal, list months during the season worked
X Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intermittent Percent if not full-time _____ %	Date Prepared: December 2024

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
Employee Signature	Date	Supervisor Signature	Date

POSITION PURPOSE

This position exists to perform general repair duties, preventative maintenance and mechanical repairs to college building components, physical plant, energy management systems, auxiliary generator, college equipment, plumbing and utilities. Position will also assist in minor construction projects, remodeling and related duties for campus.

PRINCIPLE RESPONSIBILITIES AND RESULTS

1. Operate and maintain heating, air-conditioning and mechanical systems.

- a) Responsible for operation, maintenance, repair, adjustment, and solutions to problems with the heating, ventilating, air conditioning systems.
- b) Operate the heating plant, including repair and maintenance to boilers and all related mechanical, electrical, and control equipment.
- c) Make recommendation to supervisor when outside party is required to resolve a problem.
- d) Check and adjust ventilating and humidity systems.
- e) Purchase parts and supplies as needed including initiating procurement and providing the business office with information to make prompt payment for goods and services with supervisor approval.
- f) Read blueprints, sketches and drawings as appropriate in the course of repair or maintaining physical plant.

Priority: Essential Percent of Time: 20%

2. Ensure college buildings are operational, clean, safe and secure.

- a) Assist supervisor to establish emergency and safety precautions. Initiate fire drills and other evacuation drills.
- b) Maintain fire alarms and clock systems.
- c) Make recommendations for safety and security of buildings and grounds and report any safety hazards.
- d) Maintain key and lock control systems.
- e) Handle carpentry repairs as needed.
- f) Perform deep cleaning as assigned:

- Strip, scrub, seal and refinish hard surface floors
 - Shampoo/extract, remove stains and maintain carpeted floors
 - Move and clean under furniture, equipment and fixtures
 - Clean ceilings (when possible) and light fixtures
 - Clean windows and drapes/curtains
 - Clean and organize all miscellaneous storage areas, closets and stairways
- g) Perform janitorial duties as assigned:
- chalkboards and whiteboards, trays, adjacent walls and baseboards.
 - door glass and mirrors
 - desks, tables, shelves, chairs, ledges, window blinds, walls, doors, frames and casings
 - and disinfect locker, shower, training and sauna room floors, fixtures and related equipment.
 - bathrooms
 - drinking fountains
- h) Monitor outside lighting and grounds. Replace lights when needed.
- i) Make minor repairs and adjustments to machinery, controls, equipment, replace parts; repair or replace broken windows, screens, doors, locks, etc.
- j) Check and secure buildings as needed.
- k) Follow up on recommendations by the College Safety Committee.
- l) Participate in required safety training.

Priority: Essential Percent of Time: 35%

3. Operate and maintain equipment and vehicles.

- a) Manage maintenance of college vehicles ensuring proper scheduled maintenance, cleaning and small repairs. Track necessary mileage.
- b) Make repairs and operate equipment such as small gas engines, tractors, lawn mowers, scrubbers, vacuum cleaners, and hand and power tools.
- c) Perform welding as needed.
- d) Inspect elevator and take corrective action as needed.

Priority: Essential Percent of Time: 20%

4. Perform grounds keeping tasks as assigned.

- a) Remove snow/ice from sidewalks, entryways and parking lots, salt/sand areas as needed.
- b) Mow, trim and rake grass, trim shrubs, prepare planting beds, plant flowers, shrubs and trees.
- c) Remove weeds from planting beds, side-walks and parking lots.
- d) Remove all trash, litter and debris from grounds and parking lots.
- e) Empty outside trash containers.
- f) Irrigate areas as needed and assigned.

Priority: Essential Percent of Time: 15%

5. Lead student workers and assist with work direction in the absence of supervisor.

- a) Assist with work assignments as needed.
- b) Train student workers to effectively performance maintenance work.
- c) Lead and supervise student workers.

Priority: Essential Percent of Time: 5%

6. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.

Priority: Secondary Percent of Time: 5%

Minimum Qualifications

- Knowledge of general methods and practices of a variety of trade areas such as mechanics, masonry, welding, electrical, plumbing and carpentry sufficient to assist licensed trade workers and to repair machinery, tools and facilities in a timely and safe manner.
- Ability to safely use hand and power hand tools.
- Ability to safely operate and maintain trucks, tractors and other ground and road maintenance equipment.
- Ability to follow oral and written instructions.
- Ability to provide work instructions to unskilled helpers.
- Pass background checks if has access to a master key with entry of student housing.
- Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns.
- Excellent human relations skills, work habits and self-motivation.
- Valid Minnesota Driver's License
- Physical health and endurance sufficient to perform work functions.
 - Ability to perform work functions using ladders and scaffolding, etc.
 - Ability to move/transport up to 50 lbs. regularly and 50-100 lbs. on occasion (with assistance as available).
 - Capable of frequent moving, ascending, descending, and transporting.

Preferred Qualifications

- Possess or have the ability to obtain a valid boiler license.
- Two years or more of custodial experience.
- Excellent problem-solving skills, customer service skills, and the ability to deal with routine and non-routine issues in a professional manner.
- Ability to work independently and in a team-oriented environment under limited supervision.
- Basic computer skills.
- Possess an understanding of preventative maintenance as a means to reduce major malfunctions.
- Ability to keep simple records and perform assigned tasks with limited work direction.

RELATIONSHIPS

This Position Reports to: Facility Services Supervisor

Supervises: Lead work to student workers

Internal and External Clientele and Purpose of Contact: Students, parents, vendors, employees, community members

PROBLEM SOLVING

The employee will solve most problems independently. Problems that affect facility schedules or functions, emergencies, or problems that have budget concerns or long-term implications will be solved in consultation

with Administration.

FREEDOM TO ACT

Budget *N/A*

Decision(s) Position Makes and Decision(s) Referred to Higher Authority

All employees must comply with department and institution procedures and policies, Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

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