Job Title: General Repair Worker

State Job Classification: General Repair Worker

M State Location: Detroit Lakes Campus

Responsibilities:
- Execute the M State Service Commitment and Service Standards on a daily basis to ensure all stakeholders have a positive service experience.
- Evaluate and make minor repairs to equipment, furnishings, HVAC and vehicles. Perform preventative maintenance and log the results. Observe proper operation of facility boilers and associated equipment and record the results.
- Maintain exterior of facility including lawns, walks, parking lots, windows, doors, shrubs, walls, windows, exhaust fans, roofs and walls.
- Ensure good public relations and maintain a safe and secure building.
- Assist general maintenance workers with special event setups and emergency facility situations.
- 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.

Minimum Qualifications:
- Knowledge of:
  - general methods and practices of a variety of trade areas (e.g. mechanics, masonry, welding, electrical, plumbing and carpentry) sufficient to assist licensed trades workers and to repair machinery, tools and facilities in a timely and safe manner.
  - occupational hazards and safety measures related to trades work sufficient to safely and efficiently perform the job duties.
- Ability to:
  - safely use hand and power hand tools.
  - safely operate and maintain trucks, tractors, and other ground and road maintenance equipment.
  - follow oral and written instructions.
  - provide work instructions to unskilled helpers.
  - perform physically demanding tasks such as lifting up to 50 lbs., carrying and bending.
- Valid Driver’s license necessary to drive department vehicles such as pick-ups, snowplows, sanding trucks, and state fleet vehicles on campus as well as off. Driving record that will pass the State of Minnesota Department of Motor Vehicles review.
Physical Demands: ▪ Physical health and endurance sufficient to perform work functions, including the ability to use hand tools, perform work functions using ladders and scaffolding
▪ Able to lift and carry approximately 50 lbs.
▪ Frequent standing, walking, lifting, carrying, pushing, and pulling

Preferred Qualifications: ▪ High school diploma and two years of post-secondary education.
▪ Two years of appropriate work experience.
▪ Knowledge of:
  ‣ equipment operation, tools, chemicals, and machines related to maintenance,
  ‣ OSHA and general safety procedures/regulations,
  ‣ general plant mechanical operations,
  ‣ general grounds keeping and horticultural practices.
▪ Customer service skills sufficient to actively listen to and understand customer needs and provide accurate information and appropriate alternatives in a timely, thorough, courteous, respectful, and professional manner.
▪ Employment skills and knowledge such as time management, human relations, organizational, and basic problem solving.
▪ State of Minnesota Class C Boilers license. First Class desired (time allowed to achieve).

Work Days/Hours: Monday – Friday | 6:00 AM – 2:30 PM

Salary Range: $22.76 - $26.20 per hour ($47,523 - $54,706 annually)
(Plus shift differential, per union contract)

Benefits: A comprehensive benefit package offered by the State of Minnesota, Minnesota State Colleges and Universities, and the bargaining unit contract of the position. Benefits include:
▪ Holidays, vacation and sick leave
▪ Retirement
▪ Medical and dental insurance
▪ Life insurance
▪ Accidental Death and Dismemberment
▪ Disability insurance
▪ Medical/Dental Expense Account
▪ Dependent Care Expense Account
▪ Health Reimbursement Account (eligibility based on bargaining unit contract)
▪ Tuition Waiver (eligibility based on bargaining unit contract)

APPLICATION DEADLINE: JUNE 9, 2021

How to Apply: Go to http://www.mn.gov/careers
Search for Job Opening ID#46182.
Click “Apply” at the bottom of the Job Posting page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For more information, contact: Sandi Smith........218.846.3869
Sandi.Smith@minnesota.edu

If you need accommodations to take part in the application process, please contact Human Resources at (218) 736-1512. For more information regarding M State, refer to our website at: http://www.minnesota.edu.

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