Job Title: **General Repair Worker**

**State Job Classification:** General Repair Worker

**M State Location:** Detroit Lakes Campus

**Position Purpose:** This position exists to provide assurance of a clean, comfortable, healthy, safe and attractive environment for students, staff, and the general public. In addition, this position ensures a functional work, teaching, and learning environment.

The values that guide our work include: access and opportunity, equity, inclusion and belonging, cultural competence, cultural responsive pedagogy & service, and community engagement. Our educational environments are culturally relevant, responsive, and innovative to the students we serve. Our students are assets, we affirm their identities and lived experiences, and provide spaces that are emotionally safe and reflect who students are.

**Responsibilities:**
- On a daily basis, live the mission, vision and values of M State to ensure a positive experience for all students and stakeholders. Service to M State students and stakeholders is a core component of the position and work responsibilities.
- 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, exhaust fans, roofs and walls.
- Ensure good public relations and maintain a safe and secure building.
- Assist general maintenance workers with special 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.
• Valid driver's license necessary to drive department vehicles such as pick-ups, snowplows, sanding trucks, and state fleet vehicles on and off campus. Driving record must pass the State of Minnesota Department of Motor Vehicle review.

Preferred Qualifications:  • High school diploma and two years of post-secondary education.
  • 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.
  • 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.
  • 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).
  • Current driver's license.

Physical Requirements:  • 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 50-100 lbs.
  • Frequent standing, walking, lifting, carrying, pushing, and pulling

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

Salary Range:  $25.23 - $29.04 per hour ($52,680 - $60,636 annually)
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, dental and vision 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: November 9, 2023

How to Apply: Go to http://www.mn.gov/careers

- Search for Job Opening ID #70641.
- Click “Apply” at the bottom of the Job Posting page.
- If you have questions about applying for jobs, please contact the job information line at 651.259.3637.
- For additional information about the application process, please go to https://mn.gov/mmb/careers.

Application Must Include:

- Cover letter
- Resume
- Names and contact information of 3 professional references

For more information, contact: Becky McMahan...........218.299.6533 becky.mcmahan@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.