Job Title: General Maintenance Worker

State Job Classification: General Maintenance Worker

M State Location: Fergus Falls 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, the position ensures a functional working, 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.
▪ Clean and keep in good order, all assigned work areas.
  ▪ Classrooms, offices, lounges, and hallways daily
  ▪ Restrooms and locker rooms
  ▪ Entries and corridors
▪ Keep custodial and storage closets in order.
  ▪ Inventory and stock supplies as needed; Launder dust mop heads and cleaning towels; Ensure electrical panels and staircases are not blocked; Ensure MSDS book is available; Clean the actual room including mopping, washing sinks etc.; Notify supervisor with any concerns or issues.
▪ Assist with campus events.
  ▪ Set up and take down of sporting events, music/drama events, other campus events; Assist groups coming on to campus with their set up and take down; Assist other GMWs with pre and post clean up.
▪ 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:
  ▪ Different types of flooring/floor covering sufficient to determine proper methods of maintenance and appropriate cleaning methods, materials, agents and equipment.
  ▪ 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.
■ Methods, tools, and equipment used in maintenance sufficient to use effectively and operate safely and to make minor repairs.
  ▪ Ability to:
    ■ Follow simple oral and written instructions
    ■ Perform assigned tasks with limited work direction
    ■ Keep simple records
  ▪ 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:**
■ 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.
■ 2 or more years of custodial experience.
■ 2 or more years of proven mechanical equipment repair.
■ 2 or more years of proven carpentry experience.
■ Willing to obtain boiler license.
■ Willing to obtain electrical license.
■ Able to prioritize duties to meet deadlines.
■ Able to keep a positive, professional, proactive mentality at all times.
■ Able to respect and support decisions that don’t always meet your approval.
Be flexible with designated work areas and schedules to meet the needs of the campus

**Physical Requirements:**
■ Ability to use hand tools.
■ Ability to move heavy objects (e.g., furniture, posts, equipment, etc.) and use ladders and scaffoldings.
■ Ability to lift and carry approximately 50-100 lbs.
■ Ability to maintain a stationary position for long periods of time, move throughout campus, and transport heavy objects.
■ Capable of pushing and pulling and repetitive activities.

**Work Days/Hours:**
School year:
Monday thru Thursday – 2:00 pm to 10:30 pm
Friday – 9:00 am to 5:30 pm

Summer:
Monday thru Friday – 9:00 am – 5:30 pm

**Salary Range:** $17.77 - $23.97 per hour ($37,104 - $50,049 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, 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: March 18, 2024

How to Apply: Go to http://www.mn.gov/careers
- Search for Job Opening ID #74536.
- 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: Heidi Balgaard...........218.736.1513
heidi.balgaard@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.