



WILLISTON
STATE COLLEGE

Maintenance I

Salary: Commensurate with Experience

Status: Full-time (12 month) with benefits
Monday – Friday
Non-Exempt

Reports to: Director for Campus Services

Summary

Participate in the performance of building and equipment maintenance work involving rough masonry, carpentry, plumbing, steam fitting, flooring, painting, and minor electrical repairs on all property operated by Williston State College.

Responsibilities

- Observe safety standards when working with materials and equipment.
- Maintain a clean and safe shop.
- Adjust or maintain electrical, gas, refrigeration equipment, elevators, pumps and ventilating fans, inspect and clean filters, pumps and controls.
- Participate in campus maintenance including: carpentry, drywall, paint, flooring, repairs to operation and functionality of all campus property.
- Monitor physical plant and campus usage to determine what work needs to be completed, plan work schedules to include time, personnel and equipment required.
- Prepare and submit completed work orders for departmental billing.
- Communicate college needs to external vendors, contractors and suppliers.
- Function as lead worker over student or seasonal temporary worker.
- Set up and tear down FFE as needed for inside and outside campus functions.
- Keep sidewalks and steps clear of snow and ice.
- Other duties as assigned.

Qualifications

- Operate a wide variety of electric, gas and hand tools.
- Read and use MSDS sheets and other procedural instructions.
- Lift up to 50 pounds.
- Flexible to work a variety of shifts including weekend on-call shifts.
- Work well with others.

- License/Certification: Possess or have the ability to acquire a boiler operator certificate.

DISCLAIMER CLAUSE

This job description is not intended, and should not be construed, to be a complete list of all responsibilities, duties, skills, efforts, or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to making fair pay decisions and for determining job performance.