

MAINTENANCE & OPERATING ENGINEER

REPORTS TO: Supervisor

ESSENTIAL FUNCTIONS:

- Performs unskilled and semi-skilled duties in a variety of trades.
- Performs basic painting, carpentry, plumbing, electrical and other maintenance duties.
NOT INCLUDED: Any new construction, or tasks that require permits per M.C.A.
- Does repair work on doors, windows, roofs, floors, and other building parts.
- Performs required custodial and grounds-care duties, including but not limited to:
 - Washes windows, walls, sinks, and fountains.
 - Picks up trash and litter and empties and cleans trash and garbage receptacles.
 - Does emergency cleanup resulting from vandalism, breakage, spillage, or illness.
 - Seasonal requirements i.e. snow removal, grass mowing etc.
 - General custodial work, including but not limited to, sweeping cleaning, waxing etc.
 - Responsible for opening and closing of buildings and general building security.
 - Responsible for reporting unruly student activities, loitering, vandalism, or similar situations.
 - Ensures flag is displayed according to applicable laws (raising, lowering, half-mast etc.).
 - Orders, receives, stores, and distributes supplies (in building).
 - Assembles and moves furniture and other structures.
 - Makes minor adjustments and keeps equipment in good repair.
 - Performs routine non-technical maintenance duties with the use of household hand tools.
 - Cleans and maintains and monitors all boilers and/or furnaces and ventilation systems.
- Only minimum duties are listed. Other functions may be required as given or assigned.*

DESIRED MINIMUM QUALIFICATIONS:

- At least two years work experience in general maintenance, building, and construction work; a combination of training and experience which provides the required level of knowledge and skill, which would include a high school diploma or equivalent.
- Valid Montana driver's license.
- Appropriate boilers license.
- Knowledge of basic tools, equipment, terms, and practices used in building maintenance and repair work.
- Knowledge of basic safety practices related to maintenance, grounds care, and custodial work.
- Knowledge of basic, common hand and power tool usage.

MAINTENANCE & OPERATING ENGINEER

Use tools, material, and equipment involved in basic general building maintenance work including painting, plumbing, glass installation, etc.

Work from plans and specifications.

Plan and organize details of a work schedule efficiently.

Work effectively without close supervision.

Maintain records and prepare reports, as required.

Perform heavy physical labor.

Understand and carry out oral and written instructions.

Maintain cooperative working relationships with those contacted in the course of a workday.

Ability to handle stressful situations.

Ability to effectively manage time and responsibilities.

Ability to use and understand technology related to the position.

EQUIPMENT USED:

Hand and power tools, vehicles, large equipment, vacuum, polishers, strippers.

Excluded – Equipment that requires special licensure per MCA

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate but can be noisy, depending upon the task at hand.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, travel from one building to another, push heavy equipment, twist at neck and waist, reach, and kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift and/or carry up to 50 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints and maintains attentiveness intensity. The employee may be involved in interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

History

Approved on: June 9, 2010

Revised on: July 8, 2010