Job Class: General Maintenance Worker

Working Title: General Maintenance Worker (2nd shift)

Who May Apply: Open to all qualified job seekers
Date Posted: 07/01/2021
Closing Date: 08/01/2021
Hiring Agency/Seniority Unit: Minnesota State / Minnesota West Community and Technical College
Division/Unit: Maintenance
Appointment Type: Full-time, unlimited
Work Shift/Work Hours: Second Shift (2:00 pm - 10:30 pm)
Shift Differential: For employees working on assigned shifts which begin before 6:00 a.m. or which end at or after 7:00 p.m. shall be $0.65 per hour for all hours worked on that shift
Days of Work: Sunday - Thursday
Travel Required: No
Salary Range: $15.24 - $21.56 hourly; $31,821 - $45,017 annually
Classified Status: Classified
Bargaining Unit/Union: 202/AFSCME
Work Area: Worthington Maintenance
Re-Posting: No
Connect 700 Program Eligible: Yes

Job Summary

- Maintains building floors and hallways to provide clean, comfortable, healthy and safe environment in state-owned or state-maintained structures using machine or manual processes by sweeping, scrubbing, mopping, waxing and stripping wax, and vacuuming and scrubbing carpets.
- Cleans windows, skylights, ceilings and walls to maintain clean, comfortable and safe environment in state-owned or state-maintained structures by determining appropriate cleaning agents, mixing chemicals, and applying them.
- Cleans and maintains rooms and furniture to provide clean, safe and usable office, classroom or meeting space by dusting, moving, rearranging, setting up or taking down tables and chairs, and making minor repairs to furniture.
- Cleans restrooms to provide clean, comfortable and sanitary environment by scrubbing floors, sinks, stools; maintaining supplies of soap and paper products and emptying wastebaskets and trash containers.
- Performs grounds work to enhance appearance of landscape and maintain health of flowers, plants, shrubs, vines, lawns and trees by planting, cutting and mowing, raking, seeding, sodding, hedging, trimming, and watering.
- Cleans assigned state-maintained sidewalks and parking lots so that orderly appearance and accessibility are ensured by shoveling snow and operating snowblowers, applying sand and/or deicers and removing ice and removing rubbish and materials from state-owned property.
- Picks up paper, aluminum cans, newspaper, computer printouts and other recycled materials by collecting items from bins, moving items to loading docks, and preparing for shipment.

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.

Ability to:

• Follow simple oral and written instructions.
• Perform assigned tasks with limited work direction.
• Keep simple records.
• Valid Minnesota Class D driver's license.

Preferred Qualifications

• High school diploma or GED.
• Six months or more related experience.
• English sufficient to read and understand operational manuals.
• Good communication and interpersonal skills.
• Good client / customer service skills.
• Ability to use hand tools.
• Ability to use cleaning equipment and handle materials to perform work functions efficiently.

Physical Requirements

• Physical health and endurance sufficient to perform work functions.
• Lift and/or move up to 35 pounds on a regular basis, lift up to 50 pounds on an occasional basis. Must be able to
  stoop, kneel, push, pull, work from above the shoulders, walk stairways and climb ladders.
• The employee is required to sit, talk or hear, and utlilize his/her sense of smell.

Additional Requirements

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

Other Information

Employment information for this position can be found in its collective bargaining agreement or its plan document at
http://mn.gov/mmb/employee-relations/labor-relations/Labor.

Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical
and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts,
retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

How to Apply

For additional information about the application process, go to http://www.mn.gov/careers.
Enter Job ID: 46895. Go to the bottom of the page and click 'Apply'.
If you have questions about applying for jobs, contact the job information line at 651-259-3637.
Contact

If you have questions about the position, contact Tricia at tricia.bueltel@mnwest.edu or 507-223-7252

AN EQUAL OPPORTUNITY EMPLOYER

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email careers@state.mn.us. Please indicate what assistance is needed.