

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, Montana 59521. (406) 395-4875 (406) 395-4836 (fax)

EMPLOYMENT ANNOUNCEMENT:

Job Title:	Maintenance Worker
Opens:	September 18, 2024 – Open Until Filled
Supervisor:	Maintenance Supervisor
Classification:	Full-Time, Non-Exempt
Salary:	According to SCC Salary Scale, depending on experience and education

JOB SUMMARY:

The Maintenance Worker will perform general maintenance and repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building systems. Work involves moderate to heavy work in all types of weather.

JOB DUTIES:

- Inspects and identifies equipment or machines in need of repair or replacement
- Performs preventative building maintenance duties, including but not limited to window caulking, replacing doors and knobs, closures, assemble furniture, re-keying locks, replacing ceiling tiles, etc.
- Troubleshoots building and grounds maintenance issues to determine necessary repairs involving electrical, structural, and plumbing.
- Performs routine electrical repairs such as changing light bulbs or fluorescent lamps and assisting in repairing ballast and light fixtures.
- Performs routine plumbing repairs such as unstopping toilets, sinks, and/or urinals; fixing water leaks and/or leaking faucets and water fountains.
- Plans repair work using building's blueprints or equipment manual as needed.
- Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
- Performs routine maintenance on building systems.
- Cleans and assists with upkeep of the facilities. Daily cleaning of offices, classrooms, and public spaces. Shampooing carpets, painting, cleaning fixtures and windows, and waxing floors as needed.
- Cleans, clears, and removes snow (winter months) removal from sidewalks, walkways, and parking lots. Regular building and grounds maintenance including but not limited to mowing, edging, applying weed killer and fertilizer lawns, install and maintain landscapes, prune trees or shrubs, and other tasks to ensure the grounds are welcoming, safe and orderly.
- Orders supplies and materials needed for repairs and maintenance.
- Secures college buildings by locking doors, windows, and activating/deactivating alarm system upon arrival/departure.
- Follows the maintenance/cleaning schedule set by the Maintenance Supervisor.
- Performs other related duties as assigned by the Maintenance Supervisor or delegate.

KNOWLEDGE, SKILLS, AND ABILITIES:

- High school diploma or GED/HiSet required.
- Five (5) years of experience in a maintenance related position preferred.
- Valid Montana State Driver's License with a good driving record to be insurable.
- Ability to follow instructions from supervisors or senior maintenance workers.

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- Knowledge of general carpentry, electrical, and plumbing repair.
- Ability to use hand tools and power tools.
- Excellent organizational and time management skills.
- Ability to stand and walk for prolonged periods of time.
- Ability to climb ladders, bend, or crawl into awkward spaces.
- Ability to lift 50 pounds at a time.

HOW TO APPLY:

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- letter of interest
- current resume
- transcripts
- three professional letters of reference with contact information (current)
- SCC application (<https://www.stonechild.edu/employment/>)

Via email to: Jessie Demontiney, Human Resources Director - jdemontiney@stonechild.edu. Only complete applications will be considered. All positions require pre-employment drug testing and criminal background check.

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.