

**DAWSON COMMUNITY COLLEGE  
POSITION DESCRIPTION  
SEPTEMBER 2023**

**TITLE:** Maintenance Technician  
**DIVISION:** Facilities and Grounds Maintenance  
**DEPARTMENT:** Facilities and Grounds Maintenance  
**STATUS:** Full-time, classified  
**SUPERVISION RECEIVED:** Director of Physical Plant  
**SUPERVISION EXERCISED:** None  
**\*\*WAGES COMMENSURATE WITH EXPERIENCE\*\*\* STARTING AT \$15.40 \*\*\***

**JOB SUMMARY:** The position provides for safe, clean, and secure buildings on campus. Cleans and sanitizes designated areas. Locks and secures buildings.

**Nature of Work:** This position performs skilled manual labor duties requiring attention to the cleanliness and safety of buildings. Position works mainly indoors during the academic year; occasionally works outdoors to shovel snow and perform minor maintenance work. During the time period from May through August this position works outdoors approximately 30 percent of the time. May work after 4:00 p.m., shift, and evening schedules following campus events. Follows safety procedures in dealing with equipment and hazardous material. Maintains confidentiality of sensitive information.

**Supervision Exercised:** Assists with supervision/training of work-study and temporary help throughout the year.

**Essential Functions:** Position requires the ability to: Clean, operate floor cleaning equipment, remove the garbage, scrub, dust, vacuum, mop, paint, make repairs, move furniture, do lawn maintenance, change light bulbs, raise and lower flag, unload and stock supplies, lock and secure buildings, operate lawn maintenance equipment. Position requires visual acuity to inspect designated areas, record keeping skills and ability to communicate.

**DUTIES AND RESPONSIBILITIES:**

**Routine cleaning of facility includes:**

- Cleans, vacuums, and mops assigned floor areas daily to maintain cleanliness, sanitation, and appearance.
- Washes inside and outside of windows.
- Cleans washrooms, showers, and drinking fountains to maintain the sanitary facility.
- Removes trash daily in all areas and cleans garbage cans as needed.
- Empties and cleans trash cans.
- Cleans housekeeping equipment, tools and carts, etc.
- Dusts furniture, file cabinets, tables, dressers, etc. daily.
- Performs other cleaning duties as assigned.

**Major cleaning of facility includes:**

- Washes walls, ceilings and furniture as scheduled or when needed.
- Strips tile floor of wax, reseals and re-waxes annually.
- Shampoos and repairs carpets every quarter or when needed.
- Assist in removing snow from steps and walkways and applies ice melt to ensure safety.
- Assist in maintaining a well-groomed campus; waters, mows, cuts weeds, weed control, fertilizes, prunes, plants trees, shrubs and flowers, as needed.
- Assist in painting parking and crosswalks lines, as needed
- Replaces and repairs campus signage, as needed.
- Assist in operation and repairs of underground sprinkler system, as needed.
- Assists in the general maintenance of campus.
- Assists in the maintenance of walking paths, fire pits.
- Assist in pruning and manicuring ornamental plants, shrubs, bushes and trees, as needed.
- Provides security when on duty and crowd control during College sponsored activities.
- Routinely sets up and tears down materials and equipment used during activities and events.

**Miscellaneous:**

- Completes security check of buildings and locks/unlocks outside entrances.
- Unloads, stocks and transports freight within the facility.
- Raises and lowers flag daily.
- Keeps accurate records regarding repair and maintenance performed.
- Attends meetings when requested.
- Assists employees, students and community members with on demand requests.
- Moves and arranges College and student equipment, property, and furniture.
- Follows established fire and safety procedures.
- Practices energy conservation.
- Performs other duties as assigned within the Physical Plant Department.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of: cleaning procedures, equipment and chemicals. General knowledge of grounds maintenance, building maintenance and use of tools.

**Skills:** This position requires skills in cleaning and use of: cleaning equipment, mops, brushes and power equipment. Skills in grounds and building maintenance and use of equipment commonly used in related maintenance.

**Abilities:** This position requires the ability to: Take pride in work; maintain confidentiality; work later hours following special events; follow established safety procedures; communicate effectively; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors and the public. Maintain a positive “can do” attitude.

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.**

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

**PERFORMANCE STANDARDS:**

**DCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:**

- Work effectively with colleagues and students by practicing punctuality and respect for deadlines.
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Maintain strict confidentiality with all fiscal, human, and labor relation information.
- Dress appropriately for a workplace with frequent customer service interaction and community outreach.
- Meet all required standards of confidentiality and safety. Maintain work areas in a clean and orderly manner.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- High School diploma.
- Experience in custodial and basic maintenance work.
- Ability to obtain low-pressure boiler’s license, if requested.

**JOB PERFORMANCE STANDARDS:**

- Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:
- Performs assigned duties.

- Capably cleans and sanitizes assigned areas.
- Provides for a secure and locked building.
- Capably paints and performs light repairs and maintenance as required.
- Assists to provide a well-groomed look to the grounds.
- Follows safety precautions in dealing with equipment and chemicals.
- Is able to work late hours, if needed, following campus events.
- Maintains confidentiality of sensitive information.
- Maintains accurate and timely records.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

**This institution is an equal opportunity provider.**

**COMPLETED APPLICATION PACKET MUST INCLUDE:**

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, addresses, and phone numbers).

**Background checks are required prior to employment.**

**INQUIRIES MAY BE DIRECTED TO:**

**Human Resources Department**

**hr@dawson.edu**

**406-377-9412**

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The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee's ability to perform the position described. It is not an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors may assign additional functions and requirements. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

**Qualified protected class individuals are encouraged to apply.** Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

**Nondiscrimination Policy:** Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Joshua Engle, Title IX Coordinator. Telephone: (406) 377-9491. Email: [jengle@dawson.edu](mailto:jengle@dawson.edu) . Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: [vboysun@dawson.edu](mailto:vboysun@dawson.edu). Mailing address: 300 College Drive, Glendive, MT 59330.

Matt Hull, Dean of Academic Affairs. Telephone: (406) 377-9434. Email: [mhull@dawson.edu](mailto:mhull@dawson.edu) Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

REVIEWED BY (SUPERVISOR SIGNATURE) \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY (EMPLOYEE SIGNATURE): \_\_\_\_\_ DATE: \_\_\_\_\_