

**Alerus Center**  
**Grand Forks, North Dakota**  
**JOB DESCRIPTION**

**Job Title:** Maintenance/Grounds Crew Leader  
**Department:** Operations  
**Reports To:** Maintenance Coordinator  
**FLSA Status:** Hourly, Part time  
**Prepared By:** Jeremy Linstad  
**Prepared Date:** 09-26-13  
**Approved By:** Cheryl Swanson/Jeremy Linstad  
**Approved Date:** 09-26-13

**Summary**

Required to work event preparation, event presentations, move-ins, and move-outs. Hours of work may be varied and long. Maintain facility and physical equipment in an efficient operational manner. Maintain appearance of facility to include snow and ice removal, mowing and trimming, and cleaning. This is a working supervisory position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties and responsibilities may be assigned.

1. Performs preventative maintenance and repairs on all building systems. Daily maintenance work to include carpentry, electrical, refrigeration, plumbing, painting and other operations work as necessary.
2. Maintains building hardware, the building structure and various vehicles.
3. Removes snow from building property.
4. Maintains a safe clean work area.
5. Responds to tenants and customers' needs.
6. Mows, trims, and picks up grounds
7. Performs other tasks as assigned.
8. Deploys staff/Issues breaks
9. Completes employee evaluations.
10. Performs set-up and tear-down of temporary power for events.

**Supervisory Responsibilities**

Supervises Maintenance/Grounds crew.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Demonstrate knowledge of building maintenance and various technical areas. Applicant must possess a current, valid driver's license. Experience is highly valued.

**Language Skills**

Ability to speak and understand English.

**Physical Demands**

Physical strength required performing assigned tasks. Also must be able to climb up and down stairs. Employee must regularly lift and/or lift up to 50lbs and occasionally lift up to 100 lbs. Must be able to work at high heights.

**Work Demands**

Able to work flexible schedule including evenings, weekends, and holidays.

**Reasoning Ability**

Able to interpret a variety of instructions furnished in written, oral, or scheduled form.

**Dept:** Ops/Maintenance

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