

TITLE: Maintenance/Grounds
DEPARTMENT: Alerus Center
REPORTS TO: Maintenance Coordinator
EMPLOYMENT STATUS: Non-Exempt (hourly)
APPROVED DATE: September 2013

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, trimming and cleaning.

The person in the position Maintenance/Grounds must possess and demonstrate the following values:

- **Customer Focus:** Is dedicated to meeting and/or exceeding the expectations and requirements of internal and external customers.
- **Integrity and Trust:** Is dedicated to consistently sharing information; fostering open and clear discussions; establishing and communicating expectations, standards and rules and takes responsibility for our work and actions.
- **Respect and Communication:** Consistently exhibits courteous, respectful, non-defensive and appropriate communication; presents information in a concise and understandable format; understands and values the roles and responsibilities of co-workers; works collaboratively with others to achieve objectives; adheres to organizational policies and procedures.
- **Teamwork and Appreciation:** Is flexible and supports the diverse personal and professional needs of fellow co-workers; celebrates personal and organization achievements; welcomes differences of opinion and accepts decisions reached; works cooperatively with others in accomplishment of joint tasks; and contributes to a positive work environment through fostering collaboration and providing tangible contributions.

ESSENTIAL DUTIES AND RESONSIBILITIES

Essential responsibilities and duties may include, but not limited to the following:

1. Performs preventative maintenance and repairs on all building systems. Daily maintenance work includes 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 and trims lawn, picks up grounds.
7. Performs other tasks as assigned.
8. Performs set-up and tear-down of temporary power for events.
9. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS (Knowledge, Skills and Abilities)

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.

Knowledge: Knowledge of building maintenance, custodial functions and grounds keeping.

Skills: Communicate clearly and concisely, both orally and in writing; maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Abilities: Ability to read and write English; effectively communicate; ability to solve practical problems; deal with variety of situations; establish and maintain effective working relationships with those contacted in the course of work; and follow directions from supervisors.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Previous building maintenance, custodial functions and grounds keeping experience highly desired.

Training: High School diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education experience.

License or Certificate: Possession of, or ability to obtain a valid driver's license.

WORKING CONDITIONS

Physical Demands: The physical demands described here are representative of those 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or fell; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds with proper assistance.

Work Environment: The work environment characteristics described here are representative of those an employee is frequently exposed to wet and/or humid conditions and high, precarious places. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of electric shock and vibration.

The noise level in the work environment is usually moderate; however, during events it can be quite loud.

Must be able to work flexible schedule including, evenings, weekends and holidays.