

# SISSETON WAHPETON COLLEGE

## Facilities Department

**TITLE:** Maintenance (Full-time)  
**REPORTS TO:** Facilities Manager  
**SALARY:** DOE  
**TOUR OF DUTY:** Will be determined  
**SUPERVISES:** None

### Summary

This position is responsible for maintaining the college buildings and grounds in top condition to ensure full and productive use of the college facilities. Some construction work may be required. This position is hands-on with some unsupervised responsibilities. This position may also assist with janitorial duties to ensure a safe, clean, comfortable, and efficient environment.

### Responsibilities/Duties

1. Assists in maintaining college buildings and the grounds in top condition.
2. Performs regular preventive maintenance, repair, and installation in connection with:
  - Electrical, plumbing, and HVAC systems.
  - Exterior and interior of buildings.
  - College grounds.
3. Helps to prevent property loss and reports any damage or maintenance needs to the Facilities Manager.
4. Assists with security and safety, to include maintaining any/all fire extinguishers and emergency equipment.
5. May be required to assist with events.
6. Performs other duties as assigned.

### Education

- High school diploma or GED
- Certificate or AA degree in Building Maintenance preferred

### Minimum Qualifications

- Two years' experience in building operations.
- One-year experience with janitorial duties.
- Knowledge of methods used in construction such as: Materials, tools, equipment, and different phases.
- Basic knowledge of: electrical, plumbing, carpentry, and HVAC.
- Knowledge of various chemicals and equipment used in cleaning.
- Ability to work well unsupervised.
- Physically able to perform moderate to heavy manual labor in uncomfortable conditions.
- Possess a valid driver's license.

### Other

- Must have good communication skills, both written and oral.
- Must be available for emergency calls during time off
- Must be available to work special events during evening hours and on the weekend.
- Ability to maintain high levels of confidentiality
- Displays high standards of ethical conduct. Exhibits honesty and integrity.