

BUILDING AND GROUNDS MAINTENANCE WORKER

Mountrail-Williams Electric Cooperative

1. JOB OBJECTIVE:

- a) The objective of this position is to provide efficient and high-quality maintenance to the Mountrail-Williams Electric Cooperative facilities in order maintain a clean, attractive appearance and good operating order.
- b) The Building and Grounds Maintenance Worker performs a wide variety of jobs that require little or no training such as cleaning, yard work, assisting technical craftspeople, and running errands.

2. QUALIFICATIONS:

High school diploma or equivalent required. Must be qualified to operate a motor vehicle and possess a valid driver's license. Experience working with machinery preferred, but not required.

3. DUTIES AND ESSENTIAL RESPONSIBILITIES:

- a) Maintains MVEC grounds to include mowing, snow removal and the care and maintenance of trees and shrubs to maintain well-kept, nice-looking grounds and to project that image to the public.
- b) Performs repair to MVEC facilities and mechanical equipment as directed by supervisor to assure extended use of facilities and equipment.
- c) Assists all departments with the receipt, disbursement and storage of materials and supplies as requested by supervisor to assure material and supplies are stored in an orderly manner.
- d) Sets up the community room so meetings can commence on time and in an orderly manner.
- e) Assists all departments with setting up equipment as needed.
- f) Assists all departments by providing assistance to maintenance activities when requested.
- g) Assists all departments with cleaning parts, equipment, and tools used.
- h) Assists all departments by clearing mud and water from work areas, shop areas, and warehouse areas.
- i) Assists all departments by using hand tools and basic power tools to perform minor jobs as requested by a supervisor.
- j) Assists all departments by performing basic preventative maintenance on buildings and grounds.
- k) Assists all departments with operating equipment as needed.

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- l) Assists all departments by checking equipment for damage or repairs and
 - a. servicing light equipment as needed.
- m) Assists all departments by washing vehicles and equipment using a high-pressure washer
- n) Assures that equipment is checked, tested, and replaced in accordance with regulatory requirements.
- o) Runs errands, including, but not limited to, the following duties:
 - a. driving a vehicle to pick up or delivery materials, parts and supplies.
 - b. picks up needed tools, parts, and equipment for employees
- p) Contributes to overall facility safety by adhering to safety standards
- q) Keeps personal work areas clean and free of safety hazards
- r) Must possess and maintain a valid driver's license and operate a motorized vehicle without the assistance of another employee.
- s) Performs any other duties assigned in order to fulfill the objective of the Cooperative.

4. REQUIREMENTS:

- a) Must have a satisfactory work record.
- b) Must be able to demonstrate the capability of performing all of the essential job functions of the position as defined in the above job description.
- c) (The Company reserves the right to change the minimum requirements at any time as business necessity requires.)

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- d) Medium work requiring exertion of up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly. Lifting and carrying of 10 to 50 pounds occasionally. Work is divided equally between inside and outside work. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees. Hazards include mechanical and operating machinery. Safety equipment required. Some exposure to fumes, odors, chemicals, dust and dirt. Must be able to read, write and do arithmetic.

5. DIFFICULTY OF WORK:

- a) The work requires extensive walking, repetitive twisting, working in awkward positions, climbing, heavy lifting, repetitive bending, repetitive kneeling, and standing for extended periods, and also the application of independent reasoned judgements pertaining to the identification, analysis, evaluation, and disposition of the job duties listed above. In addition, the employee may be required to work in high and/or confined places. The employee may be exposed to extremes of noise, temperature, fumes, and dust, and may be required to work with chemical cleaners and solvents.
- b) The employee must be able to adapt to revised schedules and long hours of work, manage changes in methods and priorities of work, accept direction, and deal with disputes professionally. The hours of work are generally daylight hours from Monday to Friday, and employees are subject to overtime any time of the day or week. Guidelines consist of supervisory direction, written procedures, and independent judgment, and the employee is expected to work independently and recognize when supervision is needed, although supervision is always available.

6. RESPONSIBILITY/ACCOUNTABILITY

- a) The employee will be accountable for safely and satisfactorily completing jobs as assigned.
- b) The employee will be responsible for analyzing all requirements to complete a job, recognizing impediments to satisfactory completion, and seeking guidance when needed.

7. PERSONAL CONTACTS

- a) Contacts are both internal and external. Internal contacts are with supervision and other Coop personnel.
- b) The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not intended to be an inclusive list of responsibilities, duties, or requirements for personnel in this position.

8. WORKING CONDITIONS:

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- a) Inside and outdoors environments, work sites can be cramped and dirty. Subject to extreme temperatures during summer and winter months.
- b) Occasional travel may be required.

9. REPORTS TO:

- a) Facility and Grounds Coordinator

10. DISCLAIMER:

- a) This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.
- b) MVEC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, or working schedules based on its duty to accommodate individuals with disabilities.

Approved by: Alex Vournas

Date: August 2023

Reviewed/Amended by: Josh Bruce

Date: August 2023