



Chartered by the Yankton
Sioux Tribe 1993

Ihanktonwan Community College

P.O. Box 295
200 South Main
Marty, South Dakota 57361
Phone 605-384-3997
Fax 605-384-4216

Position: Maintenance Custodian

Supervisor: ICC Executive Director

POSITION DESCRIPTION:

The Maintenance Custodian (MC) will be responsible for the general care, upkeep, and maintenance including safe operations of the equipment, buildings and grounds.

PERFORMANCE RESPONSIBILITIES:

The following does not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification. All work must meet ICC policy.

The MC will have direct responsibility for the building according to ICC policy under the supervision of the Executive Director. The MC will be responsible for the general care, appearance, upkeep, and maintenance including safe operations of the building and grounds. The MC will carry on a continuous inspection and proper working condition of the college center building and equipment apparatus. To discover conditions and repair any that may be dangerous to the health, safety, or comfort of the students or staff.

Sanitation

Vacuums, sweeps, mops, and spot cleans floors; wet mops daily; empties trash from containers both inside and outside and changes trash liners; cleans classrooms and sanitizes restroom areas; disinfects toilets, urinals, sinks, cleans and/or disinfects tables, desks, blackboards, dry erase boards, countertops, woodwork, and vents in classrooms and work areas; spot cleans walls as needed; shampoos carpets, strips, waxes, and buffs floors; washes windows on both the inside and outside; performs major indoor and/or outdoor cleaning of walls, wet dusts and polishes all furniture; schedules major cleaning activities around site meetings and school schedules; moves equipment and furniture when performing above cleaning activities.

Safety/Security/Maintenance

Reports and removes any safety hazards; reads and interprets safety labels; understands and follows procedures to handle and store chemicals properly; maintains log of material safety data sheets; under direction, performs minor electrical, plumbing, lighting, furniture, and other related repairs; identifies and reports the need for major repairs to an administrator; assists and/or supervises major repairs and jobs as requested; assists in maintaining and updating a minor repair/jobs maintenance log; replaces ballasts, light fixtures, bulbs and switches, HV/AC filters,

doors, and broken window screens; reports and/or repairs damage done to campus property; reports any unauthorized visitors; secures doors, windows, and building area; opens and closes building; turns off lights and sets alarm systems prior to leaving buildings.

Grounds Keeping

Keeps grounds neat and clean at all times; removes grass, pine needles, leaves, fallen trees and branches, ice and/or snow from trails, walkways, stairways, roofs and gutters; unclogs storm drains; mixes and pours cement for small projects such as walks, drains, and ramps; removes trash from grounds areas; maintains grounds by spraying herbicide, weeding, and pruning trees; assists in road snow removal.

Supply/Inventory Control and Distribution

Requisitions all supplies and equipment in a timely manner to ensure adequate supplies and levels are available; receives, unloads, inventories, and maintains supplies for the uses supplies as needed or requested; keeps storeroom organized for supplies and school store products; prepares necessary paperwork to order items and maintains records related to inventory and supplies; refills all supplies and paper products in rest rooms.

Other Duties

Launders cleaning rags, and craft towels and aprons daily; starts emergency generators and switches power sources during a power outage; checks propane level; switches septic lines; keeps water heaters and furnaces lit; provides direction to substitute custodians, student and adult volunteers.

QUALIFICATIONS:

Education

Prefer an individual with formal vocational training with a certificate of completion. Must have at minimum a High School/GED diploma with the ability to read and write at a level consistent with the requirements of the position. A valid SD driver's license is required with evidence of a safe driving record.

Work Experience

Preferred two consecutive years of work experience, which demonstrates the ability to perform the duties as described; to include dependability and reliability and a qualifying background of custodial experience at a school site with carpentry, electrical, and plumbing experience.

Other Knowledge

Cleaning materials and methods and the proper use of chemicals and materials in cleaning; safety practices and sanitary procedures; proper lifting techniques; basic mathematical skills to understand ratios for mixing cleaning solutions; rules, regulations, and procedures to properly dispose of hazardous fluids, blood borne pathogens, and chemicals; requirements of maintaining classrooms and buildings in a safe, clean and orderly condition.

- ability to work under little supervision.
- time management skills
- ability to work with little or no

- supervision

Skill and Ability

Communicate effectively in both oral and written form; read, understand and follow instructions, schedules, and safety label directions; operate a variety of cleaning and maintenance equipment in a safe manner including snow/leaf blower, saws, drills, sander, buffers, and lift; perform minor repairs using hand and power tools; maintain tools and equipment in clean working order; perform routine maintenance on buildings and equipment; work cooperatively and effectively with individuals and groups; work independently with minimal supervision; organize and prioritize tasks to meet cleaning and maintenance schedules; perform the physical requirements of the position.

- team building
- decision making skills
- problem solving skills
- effective verbal and listening
- communications skills

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- alcohol and drug free

Physical Demands

The Custodial is a physically demanding position. The incumbent must spend the entire time at work standing, walking, lifting heavy objects, operating medium weight cleaning equipment such as floor buffers, sweeping and mopping floors and moving desks and furniture. The incumbent is required to do a great deal of stretching and bending, often in awkward positions. Operating floor polishers and wax equipment are particularly hard on back muscles.

Environmental Conditions

The Custodial works on a daily basis toxic cleaning products that can be very harmful to ones health if not properly utilized. In some cases these products give off unpleasant odors.

SALARY: Starting Salary is \$10.50 per hour for the individual having the required above stated qualifications. Individual will receive a .50 Cent raise after the completion of a successful 90-day probationary period.

LENGTH OF POSITION: This is a full time 40 hours per week permanent position. The individual may be required to work evening and weekend hours during various times of the year.

APPLICATION: For a job application call or for questions call the college at 384-3997 or go to www.iccoyate.com for a complete job description and job application. Return the completed job application to the college along with resume, training certifications, references, and official documents if claiming Indian or Veteran Preference. Mail or send all official documents to the attention of Marisa Joseph, Business Manager, P.O. Box 295, 200 South Main, Marty, South Dakota 57361. Phone 605-384-3997 Fax 605-384-4216

ICC is an Equal Opportunity Employer

