

# STONE CHILD COLLEGE VACANCY

8294 Upper Box Elder Road, Box Elder, MT 59521 - Phone: (406)395-4875 - FAX: (406)395-4836

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.

**Position Title:** Maintenance Worker/Janitorial – Full-Time  
**Opens:** Thursday, March 7, 2019  
**Closes:** Monday, March 18, 2019 at 2:00 p.m.  
**Salary:** Depending upon experience and education, fringe benefits included  
**Reports to:** Maintenance Supervisor

## DUTIES AND RESPONSIBILITIES

- Responsible for daily custodial services and ground maintenance under the direction of the Maintenance Supervisor. Essential duties include but are not limited to:
- Knowledge of electrical, plumbing, carpentry, masonry, painting
- Repairing and treating structures such as showers, sinks, appliances, doors/cabinets, walks and building exteriors
- Have working knowledge of HVAC system and able to maintain, repair and replace HVAC systems
- Responsible for 24 hour emergency maintenance
- Schedule and complete preventative maintenance program
- Coordinate special projects as directed
- Assist with cleaning classroom, hallways, rest rooms, elevators, stairways, and other work areas
- Sweeps, scrubs, waxes, and polish floor
- Dusts furniture and equipment
- Washes windows, empties wastebaskets, transports trash to disposal area
- Replenishes bathroom supplies when needed
- Cuts and trims grass, and shovels snow
- Transports equipment or tools between departments
- Sets up tables and chairs in foyer, vo-tech center, conference room. Take down after each event
- other duties as assigned by Supervisor

## QUALIFICATIONS

- Certificate Degree in Building Trades, experience in carpentry and general maintenance, knowledge of basic electrical and plumbing and use of power tools preferred.
- GED/HiSet required, boiler training or licensed desired, experience in carpentry and general maintenance
- Excellent written and oral communications skills
- Computer skills with email
- Physical demands while performing the duties include; reaching with hands and arms, climb, stoop, kneel, able to lift and/or move up to 50 pounds. Will be exposed to outside weather conditions
- Current Physical

## TO APPLY

- SCC Application - [www.stonechild.edu](http://www.stonechild.edu)
- Current Resume
- Three (3) Current letters of reference
- Transcripts stating degree
- Valid Driver's License and Reliable Transportation Required, Background check
- Drug test upon hire, as outlined in the Tribal Ordinance #1-99
- Turn in complete application to Personnel Office – Wanda St. Marks