



WHITE EARTH TRIBAL & COMMUNITY COLLEGE

GAAWAABAABIGANIKAAG GABEGIKENDAASOWIGAMIG

Building Maintenance

Position Information

Under the supervision of the Operations Manager, performs a wide variety of building, vehicle and ground maintenance. Maintains routine to keep WETCC buildings and grounds in proper working, clean and orderly conditions.

Duties & Responsibilities

1. Assists the Operations Manager with troubleshooting, servicing and repairs of maintenance equipment and machinery.
2. Assists with event set-up and clean-up coordination, including unlocking and locking the building/s in accordance to approved procedures.
3. Performs routine maintenance of buildings, equipment and grounds as required or scheduled.
4. Performs routine maintenance on WETCC's HVAC equipment in various buildings.
5. Performs routine grounds maintenance duties such as lawn mowing raking, trimming hedges or shrubs, removal of weeds, snow plowing, etc. Keeps sidewalks and parking lots clear of debris.
6. Performs preventative maintenance on all mechanical equipment, kitchen appliances, and all other apparatuses, according to manufacturers' recommendations.
7. Responds to assigned work order requests and completes duties in a professional manner.
8. Assists in maintaining a proper inventory of supplies, equipment, and spare parts.
9. Cleans all maintenance rooms, shops, boiler rooms, and mechanical rooms.
10. Notifies supervisor of concerning need for major repairs or additions to building operating systems.
11. Participates in professional development activities and serves on college committees that support the goals and mission of WETCC.
12. All other duties assigned as related to position.

Work Schedule: Monday – Friday, 7:00 am – 3:30 pm

Advertised Salary: \$19.21/hour, DOQ.

Minimum Qualifications

- High school diploma or equivalent required.
- At least two years of work experience in general or building maintenance are required.
- General knowledge of electrical, plumbing and HVAC systems.
- Knowledge of math skills and the ability to perform calculations.
- Ability to be a team player.
- Ability to lift up-to 50 lbs.
- Valid driver's license.

Preferred Qualifications

- Knowledge of both the community and Anishinaabe culture
- Three or more years of relevant experience
- EPA certified
- Certified Maintenance & Reliability Technician (CMRT)
- Boiler operator license
- HVAC Technician Certification
- Strong interpersonal skills
- Ability to communicate effectively through written and oral correspondence
- Ability to apply problem solving skills

With regard to social media such as Facebook, Twitter, LinkedIn, You Tube, representation of the employee's personal opinions as being endorsed by WETCC or any of its organizations to promote any opinion, products, cause or political candidate is strictly prohibited

Certificates, Licenses, and Registrations

- Valid driver's license and insurance to travel as needed.

Applicant Materials Required: Resume, cover letter, three professional references, completed WETCC application, and background check consent form. The application and consent form can be found at www.wetcc.edu.

Benefits

WETCC offers a comprehensive benefits package for full-time employees, including company-paid life and disability. Other benefits include Health, Dental, HSA with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA. The effective date for new full-time employees is the first of the month following 60 days of the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC offers annual leave and sick leave, which both start from the date of hire. WETCC has 19 paid holidays a year.

About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible [Indigenous] and non-[Indigenous] residents of the area..."

Accredited by The Higher Learning Commission

Purpose Statements

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

Mission - White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

Vision – *Gaa-miinigoowizid Anishinaabe Gibimiwidoomin niigaanakeyaa* – “We all are carrying into the future the way the Anishinaabeg was gifted.”

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating based on race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, marital status, disability, or any other characteristic protected by law.