

**DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION**

TITLE: Maintenance Engineer

DATE: November 2023

SUPERVISION RECEIVED: Director of Physical Plant

POSITION NUMBER: S99909

DEPARTMENT: Physical Plant

FLSA STATUS: Non-Exempt, Full-Time, Hourly

SUPERVISION EXERCISED: Work Study students;
Student Workers

SALARY RANGE: \$17.00/hour (Beginning)

Wages Commensurate with Education & Experience

SUMMARY of WORK: Performs skilled maintenance work repairing and maintaining buildings, grounds, and related facilities, which include the main building, the Toepke Center, the Ullman Center, The Meadowlark Apartments, three dormitories, and all grounds.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to diversity, equity, inclusivity, and learning.

Professionalism at Dawson Community College includes being mindful of our actions when working with students, colleagues, co-workers, and our community members. Respect for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others are an expected part of all Dawson Community College job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

DUTIES AND RESPONSIBILITIES:

Nature of Work: This position performs skilled maintenance work requiring attention to repair and safety of buildings and grounds. Position works outdoors and indoors; may work outdoors in adverse weather conditions. Follows safety procedures in dealing with equipment, gas, electricity, chemicals, heavy lifting and work from heights. Maintains confidentiality of sensitive information.

Personal Contacts: Frequent, yet limited, contact with students and staff.

Supervision Received: Daily contact with other maintenance/custodial employees, contractors, salesmen, students, faculty, and staff.

Supervision Exercised: Assists with supervision of summer and part-time workers; also typically three custodians, two work study and part-time summer helpers in absence of the Physical Plant Director and Head Custodian.

Essential Functions: Position requires physical ability to: do electrical work, do plumbing, maintain boilers, repair interior and exterior structures, paint, drywall, move furniture, do lawn

maintenance, patch and repair streets and sidewalks, operate and maintain lawn and shop equipment. Position requires visual acuity to inspect designated areas, record keeping skills and ability to communicate.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Scrapes, caulks, sands, paints walls and wood work.
- Hangs, tapes, sands, finishes and repairs sheetrock walls.
- Prepares sub-floors for new coverings.
- Replaces tires, fuel pumps, water pumps, power steering units, batteries, alternators, generators, lights, wires, and fuses in equipment.

Performs skilled maintenance work in plumbing, electrical and HVAC tasks in repairing and maintaining the utilities for the buildings and grounds.

- Checks for leaks, cracks, broken urinals, commodes, sinks; replaces or repairs as needed.
- Repair, flush and clean drain lines, pipe insulation, and seal wrapped pipe joints.
- Inspects, repairs outlets, light ballast, photo-eyes, heating elements, breaker switches, electric motors, fans, elements, and breaker switches.
- Inspects, lubricates, cleans, and maintains unit heat ventilators.
- Monitors and repairs various parts of computer assisted boilers; checks oil, belts, tank pressure, drain condensation, and drive motor.

Performs semi-skilled and skilled grounds care and landscaping tasks.

- Mows, edges, irrigates, fertilizes lawn, plants, shrubs and trees.
- Uses hand tools and applies herbicides and pesticides to trees, shrubs, and lawn.
- Removes snow and ice from walkways, streets and parking areas.
- Repairs sidewalks, roads, and parking areas: replaces asphalt, applies concrete and paints stripes.

Performs semi-skilled work in performing custodial tasks.

- Scrubs, mops, shampoos, extracts, vacuums and sweeps carpeted areas, tile floors and ceramic tile floors.
- Mixes and applies cleaners and chemicals to appropriate surfaces.
- Checks all incoming parcels, mail and supplies; distributes and records transactions.

Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of standardized rules, regulations, and procedures, and the ability to apply them in working with low pressure boiler plants, commercial heating and ventilation systems, and electrical and plumbing systems. Knowledge of preparing drywall, painting, concrete, and asphalt.

Skills: This position requires skills in use of knowledge, equipment, and tools to effectively perform repair and maintenance of heating, electrical and plumbing systems. Skills in carpentry, dry-walling, painting, and grounds maintenance.

Abilities: This position requires the ability to: be task oriented; prioritize work; work in adverse weather conditions; maintain confidentiality of sensitive information; follow safety procedures; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public. Physical duties require ability to drive a vehicle; operate power equipment including mowers, buffers, floor polisher, band saw, drill press, trucks and tractors; operate hand tools; lift 50 pounds; climb ladders; and repair equipment.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Capably maintains and repairs electrical, heating, and plumbing systems.
- Capably repairs and paints interior and exterior walls.
- Follows safety procedures in dealing with equipment and chemicals.
- Demonstrates skill in carpentry.
- Effectively maintains groomed, watered and fertilized grounds.
- Competently performs light servicing and maintenance of equipment.
- Capably operates and does maintenance on lawn and shop equipment.
- Inventories and maintains adequate plumbing, electrical, and lawn supplies.
- Maintains accurate and timely records.
- Maintains confidentiality of sensitive information.
- Maintains professionalism and a caring regard for colleagues and stakeholders of the College.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Conveys by word and action the values expected by DCC.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School diploma.
- Job related vocational training preferred.
- At least two years related experience.
- Must possess boiler operator's license or be able to obtain licensure within 6 months.
- Must possess a valid, Montana driver's license.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This institution is an equal opportunity provider.

COMPLETED APPLICATION PACKET MUST INCLUDE:

- **Completed Dawson Community College application**
- **Current resume**
- **Cover Letter**
- **Copies of college transcripts (original transcripts required, if hired)**
- **Three professional references (names, email addresses, and phone numbers).**

Background checks are required prior to employment.

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department

hr@dawson.edu

406-377-9430

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The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee's ability to perform the position described. It is not an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors may assign additional functions and requirements. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Josh Engle, Title IX Coordinator. Telephone: (406) 377-9491. Email: jengle@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330

Daisy Nyberg, Employee ADA Coordinator. Telephone: (406) 377-9412. Email: dnyberg@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Matt Hull, Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: mhull@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

REVIEWED BY (SUPERVISOR SIGNATURE) _____

DATE: _____

REVIEWED BY (EMPLOYEE SIGNATURE): _____ DATE: _____