

# COLLEGE OF MENOMINEE NATION

<b>Job Title:</b> Utility Worker	<b>First Posting*</b>
<b>Reports to:</b> Building Engineer/Maintenance Supervisor	<b>Status:</b> Full-time
<b>Location:</b> College Of Menominee Nation Keshena Campus	<b>Closing Date:</b> 3/2/09

*\* First postings are 5 days and are reserved for enrolled members of the Menominee Indian Tribe.*

## **POSITION SUMMARY:**

The utility worker will work a flexible schedule to assist the Building Engineer/Maintenance Supervisor with the preservation and security of CMN facilities, equipment, and grounds in order to provide a pleasant and safe environment for students, faculty, administrators, staff, and visitors of College of Menominee Nation.

## **ESSENTIAL FUNCTIONS:**

- Assist with campus preservation by keeping interior and exterior surfaces painted and in good condition.
- Maintain grounds by picking up litter and doing lawn care (mowing, watering, seeding), shrub trimming, weeding, raking.
- Provide security and maintenance of all lawn and gardening equipment.
- Serve on snow removal team and be able to report for work at 4:00 a.m. when needed, including weekends and holidays.
- Respond to burglar alarms and fire emergency alarms 24/7.
- Keep sidewalks and door areas clear of snow and ice.
- Clean the inside and outside of CMN vehicle.
- Assist with moving furniture and room set ups.
- Act as backup for housekeeping staff.
- Perform other duties as assigned.

## **HOURS OF WORK:**

Normally works 40 hours per week 7a.m. to 3:30 p.m. however; it will be necessary at times to work flexible hours.

## **QUALIFICATIONS:**

- A high school diploma or GED and 3-years custodian/maintenance experience are required;
- Experience operating equipment such as snowplow, skid steer, lawn tractor, weed eater, hand tools and maintaining such equipment is required;
- Must have knowledge of how to properly care for and maintain plants, shrubs, and lawns;
- Carpentry experience is required;
- A valid Wisconsin driver license and a home or cell phone are required;
- Must be able to lift at least 50 pounds;
- Must be a team player and help when needed in other areas;
- The successful candidate must be able to work with little or no supervision, have a teachable attitude and have the ability to work cooperatively with others.

## **APPLICATION PROCESS:**

A complete application includes: Current resume; Completed CMN application form (available under job opportunities at [www.menominee.edu](http://www.menominee.edu)); Copy of current Wisconsin drivers license and high school diploma or GED; names and daytime phone numbers 3 of references; If applicable, provide proof of Tribal enrollment status, honorable or general military discharge paperwork, being a Menominee language speaker and of any work related trainings attended.

Posting closes at 4 p.m. on Friday March 2, 2009. Send all application materials to College Of Menominee Nation Human Resources, P.O. Box 1179, Keshena, WI 54135.

**NOTE: pre-employment drug testing is part of the hiring process.  
EOE/MITW 82-10**