

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET
BILLINGS, MT**

VACANCY ANNOUNCEMENT

~INTERNAL/EXTERNAL~

POSITION: Facilities Worker

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 N 31st Street
Billings, MT

RATE: \$15.15 – 18.29 DOE

HOURS: M-F; 6:30 a.m. to 3:30 p.m.

DUTIES: See Job Description

OPENING DATE: Immediately

CLOSING DATE: Until filled

QUALIFICATIONS: See Job Description

HOW TO APPLY: Submit Completed HRDC Application Form With
Current Resume to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
P.O. BOX 2016
7 North 31st Street
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

**POSITION DESCRIPTION
HUMAN RESOURCES DEVELOPMENT COUNCIL**

POSITION IDENTIFICATION

Functional Job Description Title: Facilities Worker	Department/Program: Facilities
Reports To: Facilities Manager	FLSA Status: Non-exempt
Supervisory Position: No	Position Status: Full-time
Prepared By: Human Resources	Revision Date: November 2020

POSITION SUMMARY

Under the supervision of the Facilities Manager and in accordance with the direction and mission of District 7 HRDC, the Facilities Worker is responsible for a wide variety of maintenance and support services of the agency facilities, providing a safe environment for clients and staff.

MISSION OF ORGANIZATION

Through its mission, HRDC empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

ESSENTIAL JOB FUNCTIONS

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Maintain a regular cleaning schedule that ensures Daily, Weekly, Monthly, and Yearly tasks are completed in a timely and consistent manner.
- Maintain an ample and accurate inventory of supplies and keep all cleaning supplies in locked storage areas.

- Inform supervisor of any heavy duty maintenance or repairs needs.
- Complete requisitions for any supplies or equipment needed, obtain supervisor's approval and submit to accounting for purchase orders and put away all supply orders after they arrive.
- Remove trash as often as necessary to prevent buildup and/or odor.
- Complete daily walk-throughs of facilities and complete checklist that is checked daily by the supervisor.
- Clean and disinfect bathrooms including walls, floors, lavatories, commodes, sinks, fixtures, mirrors, etc. Replenish supplies including toilet tissue, towels, and soap.
- Operate walk-behind, high-speed burnishers, etc. Mix and dilute commercial strength disinfectants, germicidal detergents, and other stringent cleaning solutions. Calculate area to determine amounts of cleaning solutions required. Follow established safety procedures in the use of equipment and materials; locking and unlocking doors, offices, and meeting rooms as directed by the supervisor. Move equipment, chairs, tables, etc. to other floors using dollies, carts, etc. on elevators or stairways.
- Relocate residential and office furniture within buildings by lifting, loading and unloading using carts and/or hand trucks. May require removing furniture components and assembling/disassembling furniture to ease in relocations. Move, set up, rearrange, and erect tables, chairs, and other equipment for special events in the facilities.
- Maintain common area and lounge space by keeping furniture organized and clean, removing trash as needed, vacuuming, dusting, and cleaning glass to ensure a neat and sanitary environment. Make minor repairs to structural items like room doors, walls, ceilings, floors, and furniture.
- Carry out miscellaneous light maintenance such as changing light bulbs, changing air filters, unstopping drains, sinks and toilets, replacing caulking, patching holes in walls, replacing ceiling tiles, etc.
- Performs general carpentry work such as measuring, cutting, constructing, installing, repairing and modifying wood, composite, and wood substitute items where specific fit and accuracy are within allowable limits to produce a serviceable product.
- Applies standard measurements, specifications, and instructions when constructing, installing, or repairing items, such as frame structures, decking, partitions, shelving, doors, forms, siding, and scaffolds.
- Interact with co-workers, administration, clients, and the community in positive, supportive, and cooperative ways.
- Complete special projects as assigned. Perform other duties assigned and determined to be productive and efficient for the continuing improvement of the Agency.

Additional Knowledge, Skills and Abilities:

- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.

- Demonstrates professionalism in the workplace.
 - Maintains professional boundaries with participants;
 - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
 - Demonstrates positive and appropriate interactions with coworkers and management.
 - Contributes to a harmonious and productive work environment.
 - Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency.

MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to accomplish each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School Diploma or GED, and two or more years of work related experience; or equivalent combination of education and experience to fully meet the requirements of the position

OTHER SKILLS and ABILITIES:

We are looking for a hard-working person to keep our buildings functionally and aesthetically intact. The Maintenance Worker will clean and maintain the interior appearance of offices and public areas, by sweeping, mopping, stripping, and waxing floors; vacuuming and shampooing carpets, rugs, and upholstery; dusting and polishing furniture; washing and cleaning walls, ceilings, doors, windows, etc. and performing other related internal cleaning activities. They will also clean and maintain the exterior appearance of all buildings, including removing leaves and debris, cleaning gutters, removing snow and ice, spreading salt, washing graffiti and more. This work involves adhering to established standard procedures, techniques, and safety requirements with some judgment required to interpret instructions. They will have the ability to prioritize tasks, work independently, and take pride in their work. They will be energetic and have a positive attitude; demonstrating their willingness and ability to get the job done efficiently and safely.

Must have thorough knowledge of maintenance procedures. Strong organizational, listening and communication skills are required. The employee must be a team player to ensure overall program success. Must have the ability to work independently.

Knowledge of safety requirements for construction and related industries and knowledge of HVAC systems helpful.

License and Certifications:

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, listen, stand, walk and sit. While performing the duties of this job, the employee is also often required to use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, bend, stoop, kneel, crouch or crawl, taste or smell and move quickly to respond to health or safety needs. Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; exposure to noise, outdoors, chemicals, electrical hazards and mechanical hazards; ability to travel to different sites and locations.

The employee is regularly required to stand, use hands, reach with hands and arms, talk and hear.

The employee frequently is required to walk, climb, and balance.

The employee frequently required to sit, stoop, kneel, crouch, and smell.

The employee must regularly lift and/or move more than 50 pounds.

Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee may be required to work at various job locations. Due to changes in the location and scope of work, the employee may be required to wear personal protective equipment to ensure a safe work environment. Employee is exposed to the weather conditions prevalent at the time. The noise level in the work environment is usually moderate.