



College of
Menominee
Nation
KESHENA • GREEN BAY

Position Title: Maintenance/ Security	Reports to: Chief of Staff
Department: Campus Support	FLSA Status: Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code: 37-3019	Last Updated: 02/06/2019
Home Campus: Keshena Campus	Pay Grade: Keshena Hourly Grade 7 (\$12.45)
Grant Funded: Not Grant Funded	Application Deadline: 3/19/2019 1 st Posting

Position Summary: Provide maintenance, grounds keeping and security for the preservation of CMN facilities and grounds and the safety of students, staff, faculty and visitors to CMN. Hours may vary at times based on departmental and campus needs.

Position Responsibilities & Duties:

- Maintenance Technician (50%)
- Develop annual plans and scheduling for light fixtures, flooring and carpet maintenance and facilities operational equipment
- Operate snow plowing and other heavy equipment as directed
- Perform room setup and furniture movement as scheduled
- Perform mail run and other transportation services as requested
- Maintain clear and unobstructed entrances for all buildings and facilities
- Perform minor repairs and replacement of plumbing and/or electrical equipment and fixtures
- Maintain inventory records and ensure security and tracking of supplies and equipment
- Maintain campus preservation of interior and exterior surfaces; reporting potentially unsafe/hazardous conditions
- Groundskeeper (25%)
- Conduct brush and snow removal, raking, seeding and other grounds maintenance activities
- Maintain safety, security and working order of lawn and gardening equipment and supplies
- Maintain campus ground with litter and trash removal
- Security (25%)
- Perform regular patrol of campus and facilities to ensure security and visibility
- Participate in the advancement of safety and security procedures
- Respond to safety and security alarms when contacted by telephone/text/email
- Participate in emergency responses for persons and campus property
- Provide limited staff/student/visitor campus escort services as requested
- Prepare and maintain regular accurate incident and security reports
- Serve on campus Emergency Response Team, maintaining CPR and First Aid Certifications
- Other duties as assigned.

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possess a high school diploma or GED
- Excellent oral communication and decision-making skills

- Minimum of 1 year on the job experience operating equipment
- Willingness to participate in our pre-employment screening process (drug screen and background check)
- A reliable means of transportation and communication (i.e. phone. cell phone)
- Requires physical ability and stamina (i.e., to stand for prolonged periods of time, climb stairs, be outside in inclement weather.) to perform the essential functions of the job.
- Ability and willingness to be on-call to respond to off-hour emergencies

Desired Qualification:

Desired candidate will have at least two years’ experience in security or public safety
 Working towards an advanced degree in police science or related field
 Training first, CPR and related emergency response techniques

Reporting to this Position: Chief of Staff

Physical Demands & Work Environment:

Physical demands are classified as Moderate - lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs maintenance Functions - Frequently
- Exposure to office/class room environment - Occasionally
- Exposure to shop or maintenance environment - Frequently

Tools & Equipment Used:

		1-33%	34-65%	67-100%			1-33%	34-65%	66-100%
		of time	of time	of time			of time	of time	of time
Activity	Never	Occasional	Frequent	Constant	Activity	Never	Occasional	Frequent	Constant
Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lift/Carry				
Squat/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twist/Turn	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	21-30 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	51-75 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling/Fingering	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	76-100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Push / Pull				
Repetitive Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26-40 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41-70 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Activities					71-100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Control-L&R	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tools				
Foot Control-L&R	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Small Hand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Type/Keyboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful Grip	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. I have read and understand the expectations and physical requirements of this job description.

Print Name: _____

Date: _____

Signature

The above noted position description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.