Minnesota North College
A Member of Minnesota State

Minnesota North College
www.minnesotanorth.edu
Contact: Donna Hoag, Human Resources
218-403-9216
donna.hoag@minnesotanorth.edu

GENERAL MAINTENANCE WORKER

Itasca Campus

Permanent, Full-Time – AFSCME

Job ID: 98175

Minnesota North College – Itasca Campus is seeking to fill the permanent, full-time (1.0 FTE) position of General Maintenance Worker. This position will provide general maintenance for assigned campus buildings and grounds, including but not limited to light maintenance, routine equipment and mechanical repairs, routine housekeeping, grounds keeping, special maintenance and set up for special events.

Work Location: Itasca Campus

Work Hours: Tuesday-Friday Hours: 1:30 pm – 10:00 pm; Saturday 8:30 am – 5:00 pm;

Salary Range: $20.87 - $25.88 hourly

GREAT BENEFITS PACKAGE! *Includes low cost medical and dental insurance, employer paid life insurance, short- and long-term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and one floating holiday and 11 paid holidays each year. Learn more at: https://mn.gov/mmb/segip/*

Deadline to Apply: November 17th at 12:01 am (midnight on 11/16/2026)

Be sure to include a cover letter, resume, and references.

Application Procedure:

Candidates with professional or lived experience in engaging diverse communities in their professional career are especially encouraged to apply.

- **External Applicants:** Applicants not currently employed by Minnesota State can access the career site to search and apply for jobs, and to check the status of applications. Those applying for a position will be prompted to create a profile in Workday. For assistance, please contact us.
- **Internal Applicants**: All current college system employees will need to log in to the career site in Workday to apply for a position. Employees may also search for "Browse Jobs - Employees" in Workday via the search bar at the top to view open positions.
- **Please use Job Requisition #**: **JR0000006029**
  - https://minnstate.wd115.myworkdayjobs.com/Minnesota_State_Careers/job/Grand-Rapids/General-Maintenance-Worker_JR0000006029

Qualifications:

The following qualifications are required of all applicants seeking consideration for this position. Only applicants whose application materials clearly demonstrate fulfillment of each of these minimum qualifications will be considered for the position:

Minimum Qualifications

- Knowledge of:
  - Different types of flooring/floor covering sufficient to determine proper methods of maintenance and appropriate cleaning methods, materials, agents and equipment.
  - Chemical cleaning agents such as ammonia, bleaches, scouring agents and soaps sufficient to appropriately select the agent(s), handle and apply, and dispose of safely.
  - Methods, tools, and equipment used in maintenance sufficient to use effectively and operate safely and to make minor repairs.

- Ability to:
  - Follow oral and written instructions.
  - Perform assigned tasks with limited work direction.
  - Keep simple records.
- Physical health and endurance sufficient to perform work functions.
  - Ability to perform work functions using ladders and scaffolding, etc.
  - Ability to move/transport up to 50 lbs. regularly and 50-100 lbs. on occasion (with assistance as available).
  - Capable of frequent moving, ascending, descending and transporting**.**
- Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns.
- Excellent human relations skills, work habits and self-motivation.
- Pass background check if has access to a master key with entry of student housing.

Preferred Qualifications

- Ability to use hand tools.
- Possess or have the ability to obtain a valid boiler license.
- Valid Minnesota Driver's License.

For questions regarding this posting, please contact Donna Hoag, HR: donna.hoag@minnesotanorth.edu

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Minnesota North College is comprised of six campuses including Hibbing, Itasca, Mesabi Range (Eveleth and Virginia), Rainy River, and Vermilion. Our campuses are rooted in their communities' rich histories of providing access and opportunity to higher education across northern Minnesota for over 100 years. We are committed to our role as leaders in education, partnering with local schools, business and industry, and government to create opportunities for students and the region.

We look forward to continuing to serve our students, employees, and communities long into the future, and we hope you choose to *Head North* and join us as an employee for Minnesota North College!

Minnesota North College recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. MN North is committed to attracting and retaining employees with varying identities and backgrounds.

Minnesota State Colleges and Universities, along with Minnesota North College, is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we encourage applications from women, minorities, persons with disabilities and individuals with protected veteran status. All applicants must be able to lawfully accept employment in the United States at the time of employment. This document can be made available in alternative formats such as large print, Braille or audio tape by calling Charlotte Peterson, Vice President of Human Resources (218) 550-2502. Affirmative Action/Equal Opportunity Employer, Veteran Friendly.

MINNESOTA STATE COLLEGES AND UNIVERSITIES
Minnesota North College Itasca Campus

Employee Name:	**Position Control Number:**
Department/Division: Maintenance	**Classification Title:** General Maintenance Worker
Prepared By: Charlotte Peterson	**Working Title:** General Maintenance Worker
X Non-Exempt ☐ Exempt: ☐ Executive ☐ Professional ☐ Administrative	*If Exempt, attach required documentation*
X Unlimited ☐ Seasonal ☐Temporary ☐Limited	If seasonal, list months during the season worked
X Full Time Percent if not full-time %	**Date Prepared:** 2026

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
Employee Signature	**Date**	**Supervisor Signature**	**Date**

POSITION PURPOSE

To provide general maintenance for assigned campus buildings and grounds including but not limited to light maintenance, routine equipment and mechanical repairs, routine housekeeping, grounds keeping, special maintenance and set up for special events.

PRINCIPLE RESPONSIBILITIES AND RESULTS

1. **Perform janitorial duties as assigned.**
   a) Remove trash and clean trash receptacles.
   b) Dust mop hard surface floors and wet mop with prescribed cleaner and strip, scrub, spray buff or refinish as needed.
   c) Vacuum carpeted floors and remove spots/stains or shampoo/extract as needed.
   d) Clean:
      - chalkboards and whiteboards, trays, adjacent walls and baseboards.
      - door glass and mirrors
      - desks, tables, shelves, chairs, ledges, window blinds, walls, doors, frames and casings
      - and disinfect locker, shower, training and sauna room floors, fixtures and related equipment.
      - bathrooms
      - drinking fountains

   Priority: Essential Percent of Time: 45%

2. **Perform deep cleaning as assigned.**
   a) Strip, scrub, seal and refinish hard surface floors.
   b) Shampoo/extract, remove stains and maintain carpeted floors.
   c) Move and clean under furniture, equipment and fixtures.
   d) Clean ceilings (when possible) and light fixtures.
   e) Clean windows and drapes/curtains.
   f) Clean and organize all miscellaneous storage areas, closets and stairways.

   Priority: Essential Percent of Time: 20%

3. Perform minor repairs and preventive maintenance.

a) Replace burned out light bulbs and report any light fixtures not operating after bulb replacement.
b) Replace damaged/stained ceiling tiles as needed.
c) Fasten or replace loosened baseboards and floor tiles.
d) Repair damaged sheetrock and maintain paint conditions on all painted surfaces.
e) Lubricate squeaky hinges, chairs, casters, cabinet/desk/file and other equipment and furniture drawers.
f) Repair/replace loose or broken desks, chairs, seats and tables.
g) Maintain door and window hinges, switch and receptacle plates.
h) Tighten, refasten or install dispensers, pencil sharpeners, toilet partitions, artwork, chalk/bulletin boards, door and window hardware and trim, etc.
i) Wash, wax, vacuum and clean window glass on college owned/leased motor vehicles.

Priority: Essential Percent of Time: 10%

4. Perform grounds keeping tasks as assigned.

a) Remove snow/ice from sidewalks, entryways and parking lots, salt/sand areas as needed.
b) Mow, trim and rake grass, trim shrubs, prepare planting beds, plant flowers, shrubs and trees.
c) Remove weeds from planting beds, side-walks and parking lots.
d) Remove all trash, litter and debris from grounds and parking lots.
e) Empty outside trash containers.
f) Irrigate areas as needed and assigned.

Priority: Essential Percent of Time: 15%

5. Maintain all aspects of facility safety and security policies to ensure the well-being of all staff and clientele as well as all personal and facility owned/leased property and equipment.

a) Follow safety requirements and use personal safety devices as required.
b) Lock all doors and secure all areas at the end of the shift as needed.
c) Provide escort services for any staff or clientele as requested.
d) Inspect areas not in use for possible safety, security or mechanical problems.
e) Eliminate, where possible, or report any unsafe or potentially unsafe conditions to the Facilities Services Supervisor.
f) Participate in required safety training.

Priority: Essential Percent of Time: 5%

6. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.

Priority: Secondary Percent of Time: 5%

Minimum Qualifications

- Knowledge of:
  - Different types of flooring/floor covering sufficient to determine proper methods of maintenance and appropriate cleaning methods, materials, agents and equipment.
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  - Methods, tools, and equipment used in maintenance sufficient to use effectively and operate safely and to make minor repairs.

- Ability to:
  - Follow oral and written instructions.
  - Perform assigned tasks with limited work direction.
  - Keep simple records.

- Physical health and endurance sufficient to perform work functions.
  - Ability to perform work functions using ladders and scaffolding, etc.
  - Ability to move/transport up to 50 lbs. regularly and 50-100 lbs. on occasion (with assistance as available).
  - Capable of frequent moving, ascending, descending and transporting**.**

- Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns.
- Excellent human relations skills, work habits and self-motivation.
- Pass background check if has access to a master key with entry of student housing.

Preferred Qualifications

- Ability to use hand tools
- Possess or have the ability to obtain a valid boiler license.
- Valid Minnesota Driver's License

RELATIONSHIPS

This Position Reports to: Facility Services Supervisor

Supervises: May assign work to student employees

Internal and External Clientele and Purpose of Contact:

Students, parents, vendors, employees, community members

PROBLEM SOLVING:

This position will solve problems and make decisions with advice from their supervisor as needed.

FREEDOM TO ACT

Budget: N/A

Decision(s) Position Makes and Decision(s) Referred to Higher Authority

All employees must comply with department and institution procedures and policies, Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

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