

COMPETITIVE EVENT GUIDELINES

for **TELEPHONE TECHNIQUES**

JOB POSTING FOR: MAINTENANCE TECHNICIAN

Job Overview:

Responsible for all repairs and maintenance of building interiors and exteriors, landscape and grounds, building utilities, mail services, custodial services, work control, and inventory, as well as performance of supportive service duties for all work units using knowledge of local office, bureau, division, department, and state goals, objectives, policies and procedures.

Essential Functions (Major Duties or Responsibilities):

1. Provide cleaning maintenance service with emphasis on cleaning public areas, including restrooms, carpeted and hard-surface floor care, trash removal, room set-ups and other related duties.
2. Works individually or on a team in an assigned area.
3. Duties include, but may not be limited to: scrubbing, mopping, washing, sealing, disinfecting and polishing hard surface floors; vacuuming and shampooing carpeted floors; dusting and polishing furniture; washing windows and mirrors; polishing bathroom and shower fixtures; emptying trash receptacles to dumpsters; replacing light bulbs and fluorescent tubes; handling commercial (industrial) cleaning chemicals; moving supplies up and down stairs; maintaining good communication channels with Jobs for Montana's Graduates teammates and performing related duties as required.
4. Provide maintenance support throughout building to ensure smooth business operations.

Minimum Qualifications (Education and Experience):

Education and experience equivalent to one year of high school in maintenance or a related field, and six months of various public contact experience. Experience with computers and various tools is required.

Knowledge, Skills and Abilities:

Experience successfully prioritizing daily duties and adapting to changing priorities, while accurately following instructions and procedures. Works effectively in a team-oriented environment. Provides excellent customer service. Enforced building and security regulations. Understanding of, certifications, or classes in safety procedures utilized in a custodial, janitorial or housekeeping position. Provides direction and assistance with special event preparation, set-up and cleanup.

To Apply: Submit Cover Letter, Resume and Job Application to:

Program Manager - IGNITE
RE: [Job Title]
PO Box 1728
Helena, MT 59624-1728