



## MAINTENANCE/CUSTODIAN

**Wage/Salary/Category: Hourly, full time, benefit eligible**

**Current Office: Physical Plant**

**Reports to: Director of Physical Plant**

The University of Great Falls (UGF), founded in 1932, is a four-year, private, Catholic liberal arts university located in Great Falls, Montana. The University of Great Falls is a ministry of Providence Health and Services (PH&S), sponsored by Providence Ministries. The University has an enrollment of 1100 students and offers bachelor and master degrees in a variety of professional and liberal arts programs. Students are prepared for careers as well as lives of meaning, purpose, and service. Applicants must possess a personal philosophy compatible with a Catholic University environment.

### **General Position Responsibilities:**

- **Responsibilities may vary depending on the shift. Shifts are rotated and include the swing and graveyard shift and weekends.**
- Changing fluorescent lights and ballasts
- Moving furniture, boxes, desks, file cabinets, chairs, etc.
- Assisting or filling in for custodial staff cleaning bathrooms and offices; mopping, sweeping, etc.
- Shoveling snow out of doorways, off sidewalks and stairs, and spreading Ice Melt
- Preparing campus vehicles for trips
- Planting trees, cutting and fertilizing lawn, trimming bushes, planting and weeding flower beds
- Assist engineer with boiler
- Maintain the cleanliness of the campus building which includes: emptying the trash, sweeping, vacuuming, mopping the floors, cleaning the lavatories, dusting, and cleaning the windows, light maintenance as required
- Notify the Director of the Physical Plant (or the engineer on duty in the absence of the Director) of any problems in the assigned building for cleaning
- Other responsibilities that may be deemed appropriate from time to time by the supervisor
- Other responsibilities as deemed appropriate from time to time by the supervisor

**General Position Requirements:**

- Supply own clothing and replacement tools
- Ability to lift and move objects of up to 50 pounds and occasionally handle objects in excess of 50 pounds.
- Ability to understand instructions and to perform duties in a safe manner
- Valid driver's license subject to driving history check
- Willingness to be trained to perform job responsibilities. Must obtain a 3<sup>rd</sup> class boiler license during first year of employment
- Ability to operate tractor mower, sprinkler system, weed eater, and hedge trimmer
- Have dexterity and mobility to clean around the toilets, and other crowded areas
- Have the ability to understand the safe use of the various cleaning products

**General Position Skills:**

- Plumbing, carpentry, landscaping, and painting
- General knowledge of cleaning chemicals and equipment

**Working Conditions:**

- Generally pleasant, however, may require both indoor and outdoor activity
- May require moving equipment up or down stairs
- May require interruption of duties to respond to emergencies

*Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.*

Please submit a resume, cover letter and three professional references to [ugf.hr@ugf.edu](mailto:ugf.hr@ugf.edu) or Human Resources 1301 20<sup>th</sup> Street South, Great Falls MT 59405.