

## JOB DESCRIPTION

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**General Job Title:** Facilities Maintenance (Janitorial) Worker

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**Original Date:** 6/22/2020

**Revised Date:**

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**Basic Function and Scope of Responsibilities:** The Facilities Maintenance Worker is accountable for ensuring effective management of building and grounds maintenance services to include, but may not be limited to, the oversight of tasks related to electrical, plumbing, HVAC (heating, Ventilating and Air Conditioning) systems, vendor management, and custodial services. This position shall ensure Yankton branch facility maintains a safe, clean and professional environment for staff. Assistance with maintenance at other branch locations may be requested.

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**Principal Responsibilities:**

**Facilities**

- Manage the daily care and cleaning maintenance of all ECU buildings and grounds; this includes: washing windows, dusting, vacuuming, service, clean and supply restrooms, and picking up litter around all buildings.
- Coordinate building upkeep with outside contractor if needed
- Shred office paper material and deliver shredded material to the city facility
- Assist outside vendors, when necessary, on building problems and emergencies;
- Complete minor repairs and handy-man tasks. Trouble-shoot problems and find solutions; submit work orders for hiring outside vendors for major repairs.
- Replace air conditioner and furnace filters and various light bulbs and other preventative maintenance
- Maintain and service cleaning equipment
- Maintain sump pumps
- Maintain adequate parts inventory and complete purchase form if needed
- Clear sidewalks as needed- including snow, ice, etc.
- Keep yards mowed, fertilized, and maintained
- Assist with setup of and takedown for shows/events occasionally

**Security Administration**

- Work with Fire Inspectors in all cities to ensure compliance with fire safety and all OSHA regulations with appropriate agencies

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**Compliance**

- Ensure appropriate records are maintained and required reports are prepared
- Ensure work area is neat and safe

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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**Education Requirements:**

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| <input checked="" type="checkbox"/> High School Diploma or GED         | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Vocational School or some college courses     | <input type="checkbox"/> Master's Degree   |
| <input type="checkbox"/> Associate's Degree, Trade or Technical School | <input type="checkbox"/> Doctoral Degree   |
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**Training, Skills, Knowledge and/or Experience:**

- Basic Plumbing and electrical skills/knowledge
  - Basic knowledge of lawn maintenance, painting, general light repair work
  - Use and maintenance of small equipment such as snow blowers etc.
  - Integrity and ability to work independently
  - Janitorial experience preferred
  - Current South Dakota Driver's License
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**Authority:****Decision Making**

What is the nature of the direct supervision that is provided to the incumbent of this position?  
General guidance is given - periodical checking

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**Supervisory Responsibility:**

N/A

**Organizational Structure:**

Job Title to which this position reports: CIO

Job Titles directly reporting to this position: N/A

Job Titles indirectly reporting to this position (e.g. Titles reporting to position's subordinates): None

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**Working Conditions:**

Normal office environment.

**Physical surroundings:** Normal Office Setting.

**Physical Effort:** While performing the duties of this job, the incumbent is required to talk, hear, stand, walk, stoop and manipulate (lift, carry, move) heavy weight of 100 pounds. This position may involve driving for long periods of time to branch offices.

**Domestic/International Travel:** As needed.

**Extensive Hours:** Generally, a 25-30 hrs per week. Flexibility of hours.

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The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. Explorers Credit Union, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

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