Job Title: Maintenance Worker  Position Type: Full Time

Location: Poplar  Date Closing: 7/29/22

Fax or E-mail resume to:  
(406) 768-6301 or ksears@fpcc.edu

Mail:  
Kylee Sears, HR Manager  
Fort Peck Community College  
P.O. Box 398  
Poplar, Montana  59255  
768-6315

Submit the following for employment:  
1. Letter of Interest  
2. FPCC Application  
3. Diploma/GED/Transcripts  
4. Driver’s License  
5. 3 Letters of Work Reference

Job Description

Job Purpose:  
Maintains and repairs physical structures of buildings and maintains grounds by performing the following duties:

- Receives written work orders or verbal instructions from supervisor
- Cuts grass and trims weeds on FPCC property
- Cleans internal areas of buildings, including buffing, dusting, sweeping, and mopping
- Empties trash cans and consolidates trash for weekly pickup
- Paints interior and exterior walls and trim
- Operates snow removal equipment to maintain parking lots and sidewalks
- Replaces worn or damaged parts such as hoses, wiring, and belts, in machines and equipment such as trucks, street sweeper, and riding mower
- Assists other departments with moving furniture and unloading and storing supplies
- Custodial/yard work experience
- Drivers’ License required
- Must be able to follow direction with little or no supervision
- Must be able to work with variety of individuals
- Flexible hours
- Teamwork environment
- Other duties as assigned

Skills/Qualifications:

- Ability to lift and/or carry heavy objects
- Ability to operate machinery (Vacuum cleaner, snow blower, lawn mower etc.)

Educational Qualifications:

- High School Diploma/GED

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~