

# Building and Grounds Maintenance Worker

## Mountrail-Williams Electric Cooperative

---

Mountrail-Williams Electric Cooperative is now accepting applications for a full-time Building and Grounds Maintenance Worker in its Williston office. The applicant selected for this position will be required to live in close proximity to Williston, North Dakota.

### 1. JOB OBJECTIVE:

The objective of this position is to provide efficient and high quality maintenance to the Mountrail-Williams Electric Cooperative facilities in order maintain a clean, attractive appearance and good operating order.

### 2. QUALIFICATIONS:

High school diploma or equivalent required. Must be qualified to operate a motor vehicle and possess a valid driver's license. Experience working with machinery and electrical systems preferred, but not required.

### 3. TASKS, DUTIES AND RESPONSIBILITIES:

- (a) Maintains MWEC grounds to include mowing, snow removal and the care and maintenance of trees and shrubs to maintain a well kept, nice looking grounds and to project that image to the public.
- (b) Performs repair to MWEC facilities and mechanical equipment as directed to assure extended use of facilities and equipment.
- (c) Assists the Operations Department with the receipt, disbursement and storage of materials and supplies as requested to assure material and supplies are stored in an orderly manner.
- (d) Sets up the community room so meetings can commence on time and in an orderly manner.
- (e) Assists all departments with setting up equipment as needed.
- (f) In addition to these responsibilities, may be assigned by the General Manager to perform other duties from time to time.

### 4. PHYSICAL REQUIREMENTS:

Medium work requiring exertion of up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly. Lifting and carrying of 10 to 50 pounds occasionally. Work is divided equally between inside and outside work. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees. Hazards include mechanical and operating machinery. Safety equipment required. Some exposure to fumes, odors, chemicals, dust and dirt. Must be able to read, write and do arithmetic.

### 5. DISCLAIMER:

- a. This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.
- b. MWEC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, or working schedules based on its duty to accommodate individuals with disabilities.

To apply for this position, please contact Erin Zurich at 701-577-3765 ext. 116 or [erinz@mwec.com](mailto:erinz@mwec.com).