



Nueta Hidatsa Sahnish College

Position Description

POSITION: Maintenance Tech/Custodian

FLSA Status: Non-Exempt

CLASSIFICATION: Permanent, Full-Time

Pay Range: DOE

DEPARTMENT: Campus Services

Closing Date: Open until filled

LOCATION: New Town, ND Campus

NHSC is committed to providing quality cultural, academic and vocational education and services to the Mandan, Hidatsa and Arikara Nation; and our staff members strive to maintain high standards of honesty, integrity, impartiality, professional courtesy and consideration for each other, our students and our community.

Position Summary

- General custodial duties to include vacuuming and scrubbing floors w/floor scrubber.
- Cleaning restrooms on a daily basis and keeping them in sanitary condition.
- Grounds work to include mowing lawns with push mower or riding mower and weed eater.
- Moving office furniture as needed and setting up tables & chairs for college sponsored events.
- Other duties as assigned or required.

Minimum Qualifications:

- Previous custodial experience preferred but not required.
- Be able handle moderate to heavy lifting.
- Be able to follow directions, work with co-workers and work independently.
- Have basic knowledge of cleaning materials, chemicals and mixing ratios.
- Able to operate and troubleshoot cleaning equipment such as carpet vacuums, carpet extractors, floor scrubbers and floor buffers.
- Able to operate and troubleshoot grounds equipment such as push mowers, riding mowers and weed eaters.
- Be able to handle basic hand and power tools.

Other:

- Employee is under the supervision of the Maintenance Supervisor.
- Employee must be able to work assigned work shift.
- This person will be on call 24/7/365.

Applications are available on-line at www.nhsc.edu

Please forward completed application, resume, cover letter, three (3) reference letters, transcripts and salary requirements to:

Sidney Prospere
Human Resource Director
Nueta Hidatsa Sahnish College
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HUMANRESOURCES@nhsc.edu