



MONTANA SCHOOL *for the Deaf & the Blind*

3911 CENTRAL AVENUE
Great Falls, Montana 59405
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DEPARTMENT: General Services
JOB TITLE: **Custodian 1 – Part time**
SUPERVISOR: Maintenance Supervisor
STARTING SALARY: \$15.50 for New Employee
START DATE: **ASAP**
LOCATION OF JOB: Montana School for the Deaf and the Blind, Great Falls MT
STATUS: Part Time/Permanent – 22 hours
POSITION NUMBER: **51300205**
BARGAINING UNIT: UCFW Local #1889
CLOSING DATE: Open until filled

JOB OVERVIEW:

This position is a part-time position that will be scheduled to work 22 hours per week. Depending on the season and the needs of the school, this position will work various hours as dictated by weather and/or community activities occurring at our facilities. The days and hours will be scheduled with the Maintenance Supervisor on a weekly basis. The position will work Saturday through Wednesday on most weeks. This position will also be asked to fill in for any full-time maintenance worker that has requested time off during the week. Hours may vary during any breaks throughout the school year.

Work for the state you Love to Live in. Your paycheck is just part of a total compensation package. Eligible employees have access to competitive, innovative benefits packages at an affordable cost. All beginning on your first day of employment. Highlights of our innovative benefit package include:

- Access to No Cost health centers
- Low-cost Medical, Dental and Vision insurance
- Retirement plan with employer
- Vacation Days
- Holiday Pay
- One Floating Holiday per Year
- Sick days each year per MCA 2-18-618
- Flexible Spending Accounts
- Employee Assistance Program
- Wellness Programs
- One free meal per shift

Essential Duties or Responsibilities:

A. Custodian duties (80%)

- Clean and preserve designated spaces and equipment in buildings, restrooms, and facilities, including sweeping, mopping, scrubbing, washing, vacuuming and related activities.
- Restock supplies and record inventory usage from central supply to other campus buildings.
- Notify others of major repairs to or maintenance for buildings, grounds, and/or equipment.
- Secure unoccupied buildings through actions such as locking doors, turning off lights, closing windows, and correcting other at-risk issues.

- May maintain premises including replacing light bulbs, sweeping sidewalks, picking up litter, or other cleaning activities.
- Gather and empty trash and dispose of waste materials.
- Set up for events on campus.

B. Maintenance Duties (15%)

- During the winter months, this position will be responsible for cleaning snow from the sidewalks and parking lots of the school during the weekends.
- Position will also be responsible for keeping the school grounds clean by mowing and trimming grass and occasionally trimming trees found on campus.
- May clean spaces and using equipment such as carpet cleaners, buffers, and waxing machines
- May perform general upkeep of building and properties.

C. Other Duties Assigned (5%)

Physical and Environmental Demands:

- Physical demands may involve prolonged periods of standing, walking, climbing, bending, and crawling; pulling, pushing, twisting, reaching, kneeling, stooping, caring, lifting supplies weighing up to 50 pounds.
- May involve extreme temperatures, dirt dust, fumes, smoke, unpleasant odors.
- Exposure to loud noises
- Some tasks, such as cleaning restrooms, and trash areas, can be dirty and unpleasant.
- Manual dexterity operating tools and machinery.
- Working outdoors in extreme heat and cold temperatures.
- Irregular hours or weekends may be required.
- May work on-call.
- Some travel may be required.

This position will require some time engaging in signing which has been known to lead to repetitive motion injuries such as carpal tunnel.

Knowledge, Skills and Abilities:

- Work with custodial machinery or tools, such as buffers, disposals, extractors, mops, vacuums
- May work indoors in multiple buildings
- May work outdoors in hot or cold environments
- Work with lawn mowers, Bobcat snow plow and tractor
- May be exposed to caustic chemicals and hazardous materials

Minimum qualifications (Education and Experience):

- High School diploma
- One year of custodial or facility maintenance experience
- Other combinations of education and experience may be substituted
- Observe established safety practices and procedures in working with chemicals, hazardous materials, and commonly and cleaning equipment

ACCOMMODATIONS: The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

ADDITIONAL REQUIREMENTS: All successful candidates must submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

The successful candidate must have the ability to learn basic sign language skills to communicate with deaf staff and students.

PROBATIONARY PERIOD: All employees shall serve a probationary period of one year (see A.R.M. Section 2.21.3808(2)). Policy 5123

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, structured interview, and reference checks. Incomplete or unsigned application forms may not be considered.

INQUIRIES: **Montana School for the Deaf and the Blind**
3911 Central Ave
Great Falls, MT 59405
406-771-6000

APPLICATION: <https://statecareers.mt.gov>

An Affirmative Action/Equal Opportunity Employer

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, disability, age, political or religious affiliation or ideas, culture, creed, ancestry, social origin or condition, genetic information, sexual orientation, gender identity or expression, military service or veteran status, marital status. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and the Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000