



RED LAKE NATION COLLEGE
Position Description

POSITION TITLE: Maintenance Staff – Full-time - Minneapolis
DEPARTMENT: Facilities Department
REPORTS TO: Director of Maintenance - Minneapolis
CLASSIFICATION: Non-Exempt
REVISED: April 2024
PAY RATE: Negotiable
DEADLINE: Open until filled

PRIMARY FUNCTIONS: The maintenance staff performs daily cleaning duties and routine and preventative maintenance and repair procedures on the RLNC building, mechanical equipment and utility systems.

ACCOUNTABILITY: The maintenance staff reports to the Director of Maintenance - Minneapolis.

ESSENTIAL RESPONSIBILITIES: Essential responsibilities and duties may include, but are not limited to the following:

- Sweeping and mopping floors on a daily basis. Waxing floors twice a year or as needed.
- Washing windows/walls as needed.
- Clean bathrooms and replenish paper products in bathrooms on a daily basis.
- Clean and sanitize all office areas, desks and chairs on a daily basis (classrooms, conference room and college commons areas).
- Replace fluorescent bulbs and ordinary bulbs as needed.
- Arrange disposal of hazardous bulbs and waste.
- Maintain inventory of all cleaning supplies and places orders as needed.
- Assist in preparation and cleanup of college-sponsored activities.
- Complete small repairs as needed. Communicate the need for any parts needed.
- Assemble office furniture as needed.
- Paint offices/classrooms/bookstore as needed.
- Maintain grounds keeping duties (pickup litter/sweep sidewalk-entryway/snow removal from entryway and sidewalks, etc.).
- Support all staff and faculty with cleaning and maintenance duties as needed.
- Other duties as assigned.

EXPERIENCE/REQUIREMENTS:

- Must be dependable and reliable for a full-time position.
- Preferable to have maintenance and janitorial experience but will train.

EDUCATION/QUALIFICATIONS:

- High School Diploma or GED.
- At least one year experience in maintenance/janitorial field preferred.

LICENSES AND OTHER REQUIREMENTS:

- Must pass a pre-employment criminal background check.
- Must pass a pre-employment drug and alcohol test.
- Possession of a valid MN driver's license.

This position follows our Red Lake Tribal Member and Indian Preference Policy.

HOW TO APPLY:

Please email an employment application, resume, and unofficial graduate transcripts to Nadine Bill, Executive Director, Red Lake Nation College - Minneapolis Site, at nadine.bill@rlnc.edu or 218-556-5081. Employment applications can be found at: rlnc.edu