

WEST RIVER ELECTRIC ASSOCIATION, INC.  
WALL, SOUTH DAKOTA

POSITION DESCRIPTION

**TEMPORARY MAINTENANCE/CUSTODIAN POSITION**

**I. OBJECTIVE**

- A. To maintain the Wall and Rapid City Office building and grounds in such a manner that they will be attractive, clean and orderly so as to provide proper facilities for the employees, members and the public.

**II. REPORTING RELATIONSHIPS**

- A. Reports to: Utility Maintenance/Custodian and Manager of Marketing and Member Relations in Rapid City Office. Operations Superintendent and CFO/Manager of Finance in the Wall Office.

**III. RESPONSIBILITIES AND AUTHORITIES**

- A. Operates independently to perform the duties listed on the attachment and the following duties:
1. Insures that facilities, inside and outside, are maintained in an acceptable manner.
  2. Check lighting in the office building daily and replace bulbs and tubes when necessary.
  3. Keeps restrooms, community room, board room and lounge supplied with appropriate materials from stock such as soap, towels and toilet paper.
  4. Cleans the office facilities per the attached schedule.
  5. Assists in the preparation of meeting rooms.
  6. Replace filters on heating & cooling unit as required.
  7. Maintain flowerbeds and landscaping.
  8. Inspects, assesses, resolves or makes recommendations in all areas of facility and grounds maintenance safety and reports unsafe conditions to supervisor.
  9. Performs preventative and repair maintenance to buildings and grounds.
  10. Runs errands as needed.
  11. Performs other duties as may be requested or directed by supervisors.
  12. Responsible for the care and maintenance of American flags including raising and lowering when needed.

**IV. EXTERNAL RELATIONSHIPS**

- A. Members: Effectively interacts with members to promote and explain policies, procedures and programs of the Cooperative. Does everything possible in the position to assess and address members concerns in a

- courteous and expeditious way and provide the members superior service. Responds to member requests or refers them to appropriate personnel.
- B. General Public: Maintains friendly, cooperative relationships with the general public in the performance of responsibilities. Demonstrates an awareness at every opportunity to achieve increased member and public understanding for support of the Cooperative.
  - C. SDREA: Participates in safety meetings and other training.
  - D. Suppliers: Assists in receiving material deliveries.

## **V. EDUCATION**

High school diploma or equivalent.

## **VI. EXPERIENCE**

On-the-job training will be provided, but prior related experience is preferred.

## **VII. JOB KNOWLEDGE**

Must, within a reasonable period of time, acquire a basic knowledge of chemicals used on floors, walls, etc., in order to promote their safe and efficient use.

## **VIII. ABILITIES AND SKILLS**

Must be able to perform all activities listed in position description. This includes:

- A. Must be able to safely operate both riding and walk behind lawn mowers, weed-eater, hedge trimmer, cleaning equipment, power hand tools, bobcat, and snow removal equipment.
- B. Must be able to communicate clearly and accurately for work and safety compliance.
- C. Must be able to effectively read and follow operations and safety manuals.
- D. Must be able to follow directions and work with other warehouse personnel and inside personnel as assigned.
- E. Must possess a valid South Dakota driver's license and have an insurable driving record.
- F. Must possess adequate computer skills to efficiently enter data required for time sheets and other documentation.
- G. Should be able to plan day-to-day maintenance activities as well as demonstrate initiative and motivation to organize and complete tasks, acting independently and with minimum supervision and direction.

## **IX. OTHER REQUIREMENTS**

- A. Position is required to reside within 20 minutes of the reporting office.
- B. Position requires regular and reliable attendance to the reporting office.

- C. Work is both inside (warehouse and office) and outside under various weather conditions.
- D. Work is regularly scheduled Monday-Friday, although weekends, irregular hours, nights, and holidays may be required.
- E. Position requires working at the Cooperative's Annual Meeting and any other events required by the Board of Directors or CEO/General Manager.

Adopted: 2/21/2018  
Revised: 03/30/2021

## **CUSTODIAN Job Duties**

**Responsible for main office area, community room, board room, all offices, hallways, corridors, lounges, restrooms, and lineman's area.**

### ***Daily:***

Empty all trash receptacles  
Vacuum all carpeted areas and shake out or vacuum all throw rugs  
Dust and/or mop all tile areas  
Clean and disinfect toilets, urinals, basins, partitions, fixtures and scrub bathroom floors  
Clean glass doors and mirrors  
Dust and clean desks and countertops  
Check to make certain receptacles for hand soap, toilet tissue, and paper towels are full  
Straighten chairs in offices and lounge areas and clean up lounge table  
Check all doors and windows to maintain security

### ***At least weekly:***

Dust and clean window sills, blinds, chairs, other furniture, filing cabinets, partitions, ledges, moldings, and picture frames  
Vacuum along edge of walls, desks, and countertops  
Spot clean walls, partitions, woodwork, and carpet to remove marks and stains  
Vacuum office chairs, board room chairs, and lobby chairs  
Wet mop all tiles areas if not done during daily work  
Clean and disinfect bathroom walls  
Clean and disinfect light switches and door handles

### ***Monthly:***

Clean all outside windows weather permitting or as soon as possible when weather improves  
Other normal unforeseen cleaning jobs that may arise from time to time

### ***Annually:***

Oil or polish woodwork as appropriate

***Summer:***

Pull weeds in and around plants, shrubs and trees that are around the building  
Remove any dead plants, trim dead limbs/leaves  
Keep grass mowed

Note: To be attached to Temporary Utility Maintenance Custodian job description.

Adopted: 5/2012

Revised: 10/16/2017

Revised: 12/10/2020