



Anoka Technical College  
**Contractual Job Vacancy Posting**  
**AFSCME**

Permanent, non-probationary currently employed in the GENERAL MAINTENANCE WORKER classification on this vacancy provided they are capable and qualified. This includes the ability to perform the essential functions of the job, with or without accommodations.

Submit bids to the Human Resources office.

DATE POSTED: August 11, 2010

DATE CLOSED: 4:00 P.M. August 13, 2010

JOB CLASSIFICATION: General Maintenance Worker

BARGAINING UNIT: AFSCME

EMPLOYMENT CONDITION: Temporary Full Time

INSURANCE: Non-Eligible

HOURS & DAYS: 6 week appointment

SHIFT: 2<sup>nd</sup> Shift, 3-11:30 M-TH, 2-10:30 F

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**GENERAL DESCRIPTION OF DUTIES:**

Clean and maintain Anoka Technical College. Specific duties include:

1. Cleaning and maintenance of Anoka Technical College.
2. Cleaning of outside entrances and maintaining necessary supplies.
3. Move furniture and/or equipment.
4. Perform other duties as assigned by supervisor.

**MINIMUM QUALIFICATIONS:**

Knowledge of:

- Different types of flooring/floor covering sufficient to determine proper methods of maintenance and appropriate cleaning methods, materials, agents and equipment.
- Chemical cleaning agents such as ammonia, bleaches, scouring agents, and soaps sufficient to appropriately select the agent(s), handle and apply, and dispose of safely.
- Methods, tools, and equipment used in maintenance sufficient to use effectively and operate safely.

Ability to:

- Follow simple oral and written instructions.
- Perform assigned tasks with limited work direction.
- Keep simple records.

**PREFERRED QUALIFICATIONS:**

- Good human relations skills.
- Good communications skills to interact daily with students and employees of Anoka Technical College.
- Good organizational skills.

**SPECIFIC JOB REQUIREMENTS:**

**PHYSICAL REQUIREMENTS:** Physical health and endurance sufficient to perform work functions.

**SUPERVISOR:** Greg Kimball

**E-MAIL:** gkimball@anokatech.edu

**If this position is not filled by an eligible bidder, it will be placed on the MMB website for application at <http://www.careers.state.mn.us/>. Follow the Instructions on the MMB Careers Website on how to create a "My State Job Search Account", create a resume, conduct a job search and apply for Jobs.**

This information is available in alternative formats by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529. Anoka Technical College • (763) 576-4700 • 1355 West Highway 10, Anoka, MN 55303 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator.