

WEST RIVER ELECTRIC ASSOCIATION, INC.  
WALL, SOUTH DAKOTA

POSITION DESCRIPTION

**TEMPORARY MAINTENANCE/CUSTODIAN POSITION**

**I. OBJECTIVE**

- A. To assist in the maintenance of the Branch 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: Operations Manager, Branch Office Manager in Rapid City Office, and Utility Maintenance/Custodian in Rapid City.

**III. RESPONSIBILITIES AND AUTHORITIES**

- A. Operates independently to perform the duties listed on the attachment and the following duties:
1. Insures that the Rapid City warehouse and grounds, inside and outside, are maintained in an acceptable manner.
  2. Keeps the grass trimmed and presentable around the building.
  3. Keeps the plants, trees, flowerbed areas, landscaping and parking areas around the Rapid City office weeded and trash-free.
  4. Maintains and cleans drainage ditch area on the East side of the Rapid City building.
  5. Mows and keeps our lot, north of the fence, maintained in accordance to City Ordinance.
  6. Assists in the operation and maintenance of the lawn sprinkler system.
  7. Oversees that weeds are sprayed and controlled.
  8. Keeps substation areas mowed and weeded and cleans in the substation shacks as needed.
  9. Assists in cleaning the warehouse storage and pole yards.
  10. Assists in sweeping and maintaining warehouse floors and work benches as needed.
  11. Repaint lines in warehouse when needed.
  12. Paint areas of warehouse and office as needed.
  13. Minor maintenance and cleaning of office vehicles and equipment.
  14. Clean and paint salvaged transformers.
  15. Assists in the annual maintenance and cleaning of the generator building, the wash bay walls and warehouse mezzanine material area.

16. Assists in the receiving, disbursing and inventorying of materials and supplies.
17. Disassembles reels for disposal.
18. Runs errands as needed.
19. Performs other duties as may be requested or directed by supervisors.

#### **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**

Currently enrolled in high school as a junior, senior or college student or must have a 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, and power hand tools.
- B. Capable of receiving training and certification for the operation of a fork lift and lock-out tag-out procedures.
- C. Must be able to communicate clearly and accurately for work and safety compliance.
- D. Must be able to effectively read and follow operations and safety manuals.

- E. Must be able to follow directions and work with other warehouse personnel and inside personnel as assigned.
- F. Must possess a valid South Dakota driver's license and have an insurable driving record.
- G. Must possess adequate computer skills to efficiently enter data required for time sheets and other documentation.
- H. 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. Work is both inside (warehouse and office) and outside under various weather conditions.
- C. Work is regularly scheduled Monday-Friday, during summer months only, although weekends, irregular hours, nights, and holidays may be required.
- D. May be required to occasionally help at Wall or Enning offices to handle similar duties.
- E. Position will be temporary and will consist of less than 1,000 hours.
- F. No benefits are provided for this position.

Adopted: 2/21/2018