

# Wolf Ridge Environmental Learning Center

## Job Description

**Job Title:** Maintenance Technician  
**Department:** Maintenance  
**Reports To:** Maintenance Manager  
**FLSA Status:** Non-Exempt, hourly  
**Prepared By:** Executive Director  
**Prepared Date:** February 16, 2023  
**Approved By:** Peter Smerud, Executive Director  
**Approved Date:**

**Summary:** This position assists in the operation, repair and maintenance of the Wolf Ridge grounds and facilities. This includes all campus buildings and related systems, driveway, vehicles, pathways, Lake Superior site, and general construction projects.

### 1) ESSENTIAL DUTIES, RESPONSIBILITIES AND SKILLS

This individual has these essential duties:

- Maintains grounds including landscaping, tree & brush removal, paver and gravel pathways, snow removal, lawn care, road and trail maintenance, etc.
- Conducts maintenance and repair of buildings and building systems, including carpentry, mechanical, electrical, and plumbing and all associated building infrastructure.
- Assists in maintenance and repair of the heavy equipment and vehicles (pick-up truck, mini-vans, mini-buses, trailers, grader, tractor, skid steer, snowplow, ATV, snowmobile, etc.).
- Builds, constructs, and/or assists in on-site construction projects that support Wolf Ridge programs or benefit operations (examples: trail stairways, road/trail signage, decks, firewood shed, trail/classroom shelters, signage, displays, etc.).
- Operates heavy equipment including snow plow (5 yd single axle truck with wing and sander), small tractor, skid steer, grader.
- Follows maintenance duties outlined in owner and maintenance manuals for the above (as applicable).
- Follows safety protocols as designated by manufacturer and/or Wolf Ridge.

- Safely operates of a variety of power and hand tools, and assists in repair and maintenance of the tools.
- Cleans snow and debris from road and walkways, both with equipment and by hand, to keep the campus as safe as possible (given weather conditions) from the hazards of slipping and falling, including but not limited to sanding icy areas. Mows and weed whips lawns and roadside sign areas, and maintains parking areas. Weather events may require an early morning response.
- Position is subject to off-hours emergency calls, shared with other technicians, for emergencies, repairs, or for gaining access to campus.

## 2) SUPERVISORY STATUS

This position has no supervisory duties unless an occasional project may require supervision of work with volunteers or similar temporary personnel.

## 3) PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual should demonstrate the following competencies and skills:

Punctuality, Reliability, and Response: Reliably responds to work needs and conditions, shows up for work on time, and responds to critical facility needs even at irregular times, e.g. early morning or off regular hours response for snow removal and during storms.

Analytical Skills: Ability to read and interpret documents such as operating and maintenance manuals and blueprints for construction drawings.

Problem Solving - Works well in individual or group problem solving situations and exhibits creativity when searching for problem solutions. Able to deal with unexpected events and meet challenges with resourcefulness.

Task Management - Prioritizes and plans work activities; completes projects on time and within approved budget; uses time efficiently; works diligently to accomplish duties while looking for ways to improve quality of work.

Customer Service - Responds promptly to customer needs, inquiries and requests for assistance. Demonstrates respect for diversity when interacting with customers; exhibits behavior appropriate to working with children and adults.

Teamwork - Shares expertise with others; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

Professionalism – Works regularly in the presence of children nearby and considers all actions relative to that audience. Uses appropriate language and

treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.. Exhibits an overall positive, "can-do" attitude toward work. Promotes a trusting and friendly working atmosphere.

Organizational Support - Follows employee policies and procedures; attends staff meetings as appropriate; supports organization's goals and values; develops and implements cost saving measures and conserves organizational resources as opportunities arise; ensures work responsibilities are covered when absent; responds to management direction.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Safety - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

#### **4) EDUCATION AND EXPERIENCE**

High school diploma or GED plus 1 to 5 years related experience or training. Preference for greater experience and/or training in building systems and heavy equipment operation.

#### **5) OTHER QUALIFICATIONS**

##### **Language and Math Skills**

Ability to read reports and correspondence; ability to read and understand operating and maintenance manuals and safety rules; ability to subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratio and percents and to interpret graphs.

##### **Other Skills and Abilities**

Ability to operate and maintain a wide variety of mechanical equipment including tractor backhoe, road grader, snowplow w/wing, mower, chain saws, etc. Demonstrates mechanical and wood working skill and ability. Skilled with boiler operation and maintenance.

##### **Certificates, Licenses, Registrations, Screenings**

Required: Valid Driver's License. Additional certifications are valued. Satisfactory Background Screening.

#### **6) PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The Maintenance Technician is a very physically demanding position. The employee is regularly required to stand and walk; use hands and fingers; reach with hands and arms repetitively in all directions; climb stairs, ladders/scaffolding and roofs to significant heights; balance, and stoop, kneel, crouch, or crawl.

The individual must regularly and repetitively lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds (examples: shoveling and snow removal, trail clearing, lifting pumps, etc.).

This positions shares in on-call duty for 24/7 periods, including holidays, with three other personnel.

## **7) WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee regularly works near moving mechanical parts, operates potentially dangerous equipment, frequently works in high places, and outside in all weather conditions of northeastern MN (cold, snow, rain, heat, insects). Employees use personal protective equipment while frequently exposed to fumes or airborne particles, occasionally exposed to caustic chemicals, and occasionally at risk of electrical shock. Noise level in the work environment varies from moderate to very loud levels. Employee regular works in the presence of young children, often in large groups.