



Job Description: Custodian / Facilities Maintenance Representative

The MTC Custodian / Facilities Maintenance Representative is responsible for a wide-range of custodial and facility maintenance responsibilities for MTC owned and leased facilities. The position reports directly to the Field Operations Manager.

Responsibilities and duties include but are not limited to:

- Daily custodial work as necessary to insure the MTC office and warehouse facilities are maintained in a safe, clean, sanitary, and aesthetically pleasing manner. Duties include physical inspections, security inspections, garbage removal, floor mopping / sweeping / vacuuming, bathroom maintenance, allocation of building supplies, landscaping maintenance, snow removal, and general building care.
- Periodic custodial duties include HVAC general maintenance, inspection of fuel levels, washing windows, pressure washing siding, light bulb replacements, furniture maintenance, minor repair, internal / external painting, minor repairs, etc.
- Coordinate set-up and specific needs for use of the MTC conference room facility for internal and external use.
- Advocate for building maintenance.
- Coordinate with contractors, inspectors, and carpet cleaners, deep cleaning, and light cleaning staff.
- Order and maintain cleaning supplies and other supplies, as necessary.
- General maintenance for MTC's 20+ remote office facilities including weed control, pest control, garbage removal, floor sweeping, generator maintenance, security checks, painting, door lock upgrades, HVAC maintenance / inspections / logs, minor repairs, etc.
- Operations support for warehouse needs.
- All other duties as required.

Requirements Include:

- Physically able to perform the above-mentioned duties.
- Safely carry and set-up a 24ft -60lb ladder.
- Familiar with proper use and storage of cleaning supplies (maintains MSDS paperwork)
- Practices environmentally friendly work habits.
- Takes initiative and works independently.
- Positive / self-motivating working attitude.
- Valid driver's license which meets the MTC insurance requirements.
- Comply with the Drug Free Workforce Act.
- Flexible work schedule.
- Weekend work schedule and overtime may be required.
- Comply with Smoke Free Policy.