



## **Environmental Technician (Custodian)**

Northwest Community Development Center  
1819 Bemidji Ave N  
Bemidji MN 56601

### **PRIMARY PURPOSE:**

Performs and oversees a variety of janitorial, custodial, and/or security tasks to maintain clean and safe buildings and grounds and assists in maintaining compliance with the regulations of the Occupational Safety and Health Administration (OSHA).

### **PRIMARY RESPONSIBILITIES:**

- Clean and maintain facilities
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Determines appropriate cleaning materials, supplies, tools, and equipment needed to accomplish job; issues supplies, materials, tools, and equipment to employees.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove tables, chairs, etc., to prepare facilities for events such as banquets and meetings.
- Maintains an inventory of cleaning and toiletry supplies.
- Loads and unloads supplies, and moves heavy furniture and equipment.
- Replaces light bulbs and fuses.
- Ensure organization is in compliance with all mandatory codes, rules and regulations.
- Makes recommendations for repair and improvements to buildings, grounds, and equipment.
- Performs related work as assigned.

### **SKILLS/KNOWLEDGE REQUIRED:**

- Knowledge of standard methods, practices, tools, and equipment of the janitorial service.
- Knowledge of occupational hazards and safety rules.
- Knowledge of the proper use of chemicals, fertilizers, and pesticides.
- Ability to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners, and cleaning compounds and solutions.
- Some jobs require an employee to be exposed to unpleasant and noxious fumes and odors.
- Some jobs require an employee to hazardous work environments.
- Some jobs require an employee to work where there is a significant change of injury.
- Ability to bend, reach, and stand for extended periods.
- Must have High School Diploma or GED
- Minimum one (1) year of experience in the care and cleaning of buildings.

Resumes should be emailed to Collette Maxwell at [collette.maxwell@nwicdc.org](mailto:collette.maxwell@nwicdc.org)