

# MINNESOTA VALLEY TRANSIT AUTHORITY

## Job Description

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**JOB TITLE:** Facilities Internship

**DEPARTMENT:** Transportation

**REPORTS TO:** Facilities Manager

**SUPERVISES:** none

**JOB DESCRIPTION REVISION DATE:** April 2018

**FLSA STATUS:** Non-Exempt

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### POSITION PURPOSE

The purpose of this program is to introduce college students to career opportunities in the field of facilities maintenance, to show them how public transportation agencies play an overall part in the community, county, and regional transportation operations, and to provide MVTA with assistance.

### POSITION SUMMARY

This position assists facility maintenance staff in the daily maintenance of the agency sites. The work includes maintenance, equipment operation, custodial, painting, landscaping, or other duties assuring the agency lawns, landscaping, buildings, parking & pedestrian areas are maintained in a safe and welcoming manner.

### JOB DUTIES AND ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to the following:

#### FACILITIES PROJECTS:

- Perform routine custodial work on various agency properties, including general cleaning, picking up litter, emptying trash containers, and pressure washing.
- Perform miscellaneous landscaping duties, including weeding, watering, planting flowers, and maintaining gardens.
- Perform general maintenance activities, including painting and window washing.
- Perform routine light maintenance to ensure that machines and building systems operate efficiently.
- Perform light repairs to facilities and equipment.
- Assist with the repair of agency facilities and equipment.
- Inspect equipment prior to use and communicate unsafe conditions and equipment to Facilities Manager.
- Interact with the public in a professional and respectful manner.
- Keep written reports of work completed.
- Assist other maintenance employees as needed.
- Perform other duties as assigned or requested.

### MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, and training required.

#### Education

- High School Diploma or higher.

#### Experience

- Must be at least 18 years or old.
- Facilities maintenance interest preferred, but not required.
- Ability to work independently and within a team setting.

- Experience using Microsoft Office software products, including: Word, Access, Excel, Publisher, PowerPoint, and Outlook.

#### Training

- Possess a valid Driver's License and has the ability to commute to work at the schedule time.

#### 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. Ability to perform physical activities. The employee will regularly dig; rake; hammer; saw; drill; shovel; push; pull; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 75 pounds.

#### SCHEDULE

Hours are flexible. May work between 20 – 32 hours per week, depending on availability and/or interest. MVTA core hours are Monday through Friday, 8 am – 4:30 pm.

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The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify, or eliminate job duties and responsibilities, and jobs at its discretion with or without notice.