



Internal/External Job Posting

Job Title: Grounds and Facilities Intern	Posting Time Frame: March 20, 2025 - until filled
Reports To: Operations Assistant	

The following position will be posted internally and externally until filled. If you are interested or have questions, please contact Carol Macy at 307-365-6065. Applications and Resumes should be submitted through our website at www.highwest.coop This position is based in Pine Bluffs, WY.

POSITION SUMMARY:

Responsible for general assistance and tasks associated with High West Energy's grounds and facilities.

ESSENTIAL DUTIES AND TASKS:

1. Exudes our core values: Friendly, Innovative, Integrity, and Hardworking.
2. Exhibits excellent internal communication with co-workers.
3. Follows company security and safety processes and procedures.
4. Mowing and yard maintenance.
5. Vehicle and shop cleaning.
6. Assist with office building cleaning and maintenance as needed.
7. Painting.
8. Performs other duties as assigned.

WORKING/ENVIRONMENTAL CONDITIONS:

Work is performed outdoors, in the warehouse and truck bay areas. Outdoor work includes operating lawn equipment and walking. Outdoors, employees may face extreme weather and dirty conditions, noise exposure, vibrations, exposure to machinery and moving parts. This position may require operating a company passenger vehicle and maintaining a valid driver's license.

To maintain a safe working environment, each High West employee shall:

- Adhere to the High West Safety Manual and abide by the rules adopted by the Cooperative and applicable governmental regulations.
- Attend and participate in High West Safety Meetings as assigned.
- Comply with all Federal Motor Carrier regulations.
- Take responsibility for their own safe work practices and the safety of others.

PHYSICAL REQUIREMENTS (IF ANY):

Intermittent standing, stooping, bending, walking, and lifting. Ability to lift 25 pounds unassisted. Lifting objects over 25 pounds assisted may be required. Reasonable accommodations may be made to those who can perform the job's essential duties, as defined under this description's "Essential Duties and Tasks" section.

SPECIALIZED SKILLS, ABILITIES, AND KNOWLEDGE:

- The incumbent must pass any required drug tests, alcohol tests, new hire physical examination, and background checks.
- Excellent communication skills.
- Ability to multi-task.

MACHINES, TOOLS, AND EQUIPMENT:

Tools and equipment could include, but are not limited to:

- Computer, tablet, smartphone, basic office equipment, and mowing equipment.

QUALIFICATIONS:

- Age 16 or older.

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

❖ **The Company reserves the right to revise and alter this job description as needed.**

We are an Equal Opportunity Employer, Females/Minority/Veterans/Disabled/Sexual Orientation/Gender Identity.