

MAINTENANCE Part-time

Reports to: Assistant Director of Facilities
Classification: Part-time, 12-month Employee
Pay Status: Hourly, Non-exempt, Level III
Fringe Benefits per Board Policy
Starting Salary Range: \$14.50 – 15.00
Updated August 2023

Purpose of position: This position performs a variety of maintenance-related functions for the college and reports to the Assistant Director of Facilities under his direct supervision.

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Duties and Responsibilities

1. Provide proactive premiere maintenance and upkeep of all campus facilities including, but not limited to, mowing, grounds keeping, and trash pickup and removal;
2. Assist with maintenance of parking lots including patching of holes;
3. Assist with snow and ice removal as directed;
4. Assist with maintenance of the college fleet and keep records of fleet repairs;
5. Assist with maintenance of and records of grounds equipment;
6. Assist with maintenance of setup and tear down of events;
7. Work at a professional pace and stay on course to get work schedule complete every day;
8. Assist and support the other maintenance and custodial staff where needed; and
9. Perform other duties as assigned by the Assistant Director of Facilities.

Required Knowledge, Skills and Abilities

1. Ability to work effectively with all levels of employees;
2. Ability to project a positive and professional image to students, employees, and the public;
3. Ability to appropriately exercise independent initiative and judgment; and
4. Ability to learn and implement new procedures.

Education and Experience

1. HS diploma or GED required, Associates preferred;
2. One-two years of work experience preferred, preferably in area of responsibilities of position; and
3. Previous maintenance experience is preferred.

Working Conditions

1. Must have valid driver's license;
2. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
3. Ability to work off of a ladder or an elevated surface for lengthy periods of time.
4. Ability to reach and work overhead on an occasional basis is required;
5. Occasional lifting of up to 50 pounds from the floor to waist height is required;
6. Outside work will be required as necessary;
7. Evening and/or weekend work may be required; and
8. Some overtime may be required, as well as some flexibility in occasional early or late hours.

Background and Motor Vehicle/Driving Record Checks

“All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment.”

Application:

Please submit a letter of application, resume with names and phone numbers of five references, unofficial transcripts, and NCCC employment application to: Human Resources Director, PT Maintenance - Chanute, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at www.neosho.edu/careers. Review of applications begins upon receipt.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>