

MAINTENANCE - GENERAL MAINTENANCE / BUS DRIVER

Classification: Full-time, 12-month Employee

Pay Status: Hourly, Non-exempt, Level V

Fringe Benefits per Board Policy

Minimum starting wage \$ 17.50

Purpose of Position: This position is responsible for ensuring the safe transportation of students, employees, and guests while also performing a variety of facilities, grounds, and fleet maintenance functions for the College. The role prioritizes safety, reliability, and premiere-quality service and reports to the Director of Facilities.

Essential Functions

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

Duties and Responsibilities

- Ensure the safety, health, and well-being of passengers during college-related transportation.
- Operate College buses in compliance with all traffic laws, safety regulations, and established routes.
- Conduct comprehensive pre-trip and routine inspections of buses; report concerns promptly.
- Coordinate and transport buses for routine maintenance and repairs.
- Assist with performing proactive preventative maintenance on campus facilities, grounds, equipment, and vehicles.
- Assist with maintaining campus grounds, including mowing, landscaping, weed control, snow and ice removal, and parking lot upkeep.
- Assist with fleet vehicle cleaning, equipment maintenance, recordkeeping, and event setup/teardown.
- Complete assigned work orders and special projects efficiently and professionally.
- Support other facilities, maintenance, and custodial staff as needed.
- Perform other duties as assigned by Facilities leadership.

Required Knowledge, Skills, and Abilities

- Ability to project a positive, professional image to students, employees, and the public.
- Strong interpersonal, communication, and customer service skills.
- Ability to exercise independent initiative, judgment, and attention to detail.
- Ability to learn and follow safety, transportation, and grounds-keeping procedures.
- Ability to legally operate buses by maintaining the appropriate license and endorsements required to transport passengers with the ability to be insured by the institution's insurance carriers.
- Vision sufficient to safely operate vehicles, including night vision and focus adjustment.

Education and Experience

- Current State of Kansas Commercial Driver's License (CDL) with passenger endorsement.
- Minimum one year of verifiable driving experience.
- Previous maintenance or grounds-keeping experience preferred.

Working Conditions

- Ability to stand, bend, squat, climb ladders, work overhead, and lift up to 50 pounds.
- Regular outdoor work in varying weather conditions.
- Evening, weekend, overtime, and flexible hours will be required.
- Required to wear appropriate College apparel while on duty.
- Ability to legally lawfully operate and/or drive a motor vehicle during the course of employment is required.

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, Maintenance – General Maintenance/Bus Driver, 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.

Non-Discrimination

The current non-discrimination policy can be found at:

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