

Job Description

Title: Maintenance – Maintenance

CBA Position: KCSS

Department: Campus Operations

Reporting Manager: Maintenance Coordinator

Direct Reports: No

FLSA: Non-Exempt

Expected Hours of Work: 40

Salary Band: B22

Band Range: \$33,756-\$47,259

FY14 Budget:

Account Number:

ICCB Class:

KC Status (Class): Support Staff

POSD:

Job Summary:

Assist other Maintenance staff in the ongoing monitoring, maintenance and repair of various systems within campus operations and perform related facility maintenance and construction tasks as needed.

Supervisory Responsibilities: No

Minimum Qualifications/Basic Job Requirements:

- High school diploma or equivalent
- 1 year of specialized training in a skilled trade such as plumbing, electrical, or carpentry and
- 1-3 years' experience in facilities maintenance
- Valid Illinois CDL

Illustrative Examples of Essential Functions:

- Maintain, install and repair electrical, plumbing heating, ventilation and/or air conditioning equipment and systems; perform preventative maintenance tasks.
- Monitor and adjust the energy management system.
- Test, treat and maintain facility well equipment and water systems; documents required testing.
- Plans installation/building projects; estimates supplies required and cost; fabricates and constructs.
- Test and maintains facility fire and sprinkler systems; repairs and updates equipment; documents testing.
- Assists with general carpentry tasks such as laying carpet, tile, flooring, paints, repairs ceilings walls, etc.
- Uses dump trucks for hauling, backhoes for excavation, provides assistance to grounds crew when necessary, including assisting in the use of front-end loaders, removing snow, etc.
- Maintain inventory and supplies for parts and initiate requests for repair parts and equipment.
- Reviews work orders to determine daily work assignments in coordination with direction from supervisor.
- Health and safety procedures based on information and recommendations made by supervisor.
- Perform other duties of a similar nature as directed.

(Core Competencies) Knowledge, Skills, and Abilities:

- Basic understand and perform minor and major preventative maintenance actions.
- Basic understanding of electrical and HVAC systems.

- Working knowledge of environmental systems.
- Possess strong organizational skills
- Demonstrate clear and effective written and verbal communication skills
- Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to use practical application of mathematics in general construction and facilities repair and maintenance work.
- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of basic administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in an indoor setting; however this position requires reaching, standing, walking, repetitive motions for the appropriate maintenance of the grounds.
- Some work is to be performed outside. Noise levels can be loud. Shop conditions may expose position to fumes, noxious odors, gases and toxic or caustic chemicals.
- This position requires activity that may require incumbent to lift 50lbs on occasion; 20lbs frequently, and 10lbs consistently.

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014