

Job Description

Title: Maintenance - Helper	Salary Band: B21
CBA Position: KCSS	Band Range: \$31,677-\$44,348
Department: Campus Operations	FY14 Budget:
Reporting Manager: Maintenance Coordinator	Account Number:
Direct Reports: No	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD:

Job Summary:

Works independently doing maintenance, inspection, repairs, renovation, painting, snow removal, and preventative maintenance of environmental systems such as but not limited to domestic water, fire main, heating, air conditioning, plumbing, equipment and structures.

Supervisorial 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

Illustrative Examples of Essential Functions:

- Responsible for general repairs requiring carpentry skills.
- Assists maintenance and grounds personnel as needed.
- Reviews work orders to determine daily work assignments in coordination with direction from supervisor.
- Plan work involved in completing general maintenance tasks which include estimating cost and time involved in completing projects, designing layout of projects; building and/or installing walls, doors, etc.
- Paints, stains, and varnishes carpentry work after completion when necessary.
- Performs electrical work as needed which includes pulling wire, installing receptacles and light switches, installing lights, etc.
- Replaces block, brick, or concrete as needed.
- Act responsibly in all facets of the job regarding 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:

- Understand and perform minor preventative maintenance actions.
- 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