

Job Description

Title: Maintenance – HVAC/ Electrician
CBA Position: KCSS
Department: Campus Operations
Reporting Manager: Maintenance Coordinator
Direct Reports: No
FLSA: Non-Exempt
Expected Hours of Work: 40

Salary Band: B23
Band Range: \$35,835-\$50,169
FY14 Budget:
Account Number:
ICCB Class:
KC Status (Class): Support Staff
POSD:

Job Summary:

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)