

## Job Description

Title: Maintenance Helper

CBA Position:KCSS

DepartmentCampus Operations

Reporting ManagerMaintenance Coordinator

Direct ReportsNo

FLSA:

- xAbility to use practical application of mathematics in general construction and facilities rep and maintenance work.
- xProvide strong and clear communication, customer service, and interpersonal skills
- xAbility to work independently
- xAble to cooperatively work with diverse groups of students and staff
- xUnderstanding of basic administrative processes and procedures
- xUnderstanding of Microsoft Office Productivity Suite
- xUnderstanding of basic computer operations and office equipment
- xDemonstrates efficient keyboard and data entry accuracy and speed

#### Workload Summary:

*(Special physical requirements necessary for performance of the job)*

- xWork is normally performed in indoor setting; however this position requires reaching, standing, walking, repetitive motions for the appropriate maintenance of the grounds
- xSome 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.
- xThis 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