

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:

- 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 t54)