

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Maintenance Summer**

Data Year: 2015

Prepared On: 12/06/2017

---

Department:	Facilities	Grade:	1
Reports To:	Director Building, Grounds	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	R Scheib	Effective Date:	05/02/1011
		Revised Date:	05/02/2011

**Role:**

Position responsibilities include but not limited to ground maintenance and assisting custodians in the student living center.

**Essential Functions & Responsibilities:**

- E 50% Performs duties e.g. weed eating, mowing, weeding flower beds, trash pick-up and other grounds duties as assigned.
- E 45% General maintenance duties will include moving furniture, stripping and waxing floors, and assisting custodians.
- N 5% Performs other job related duties as assigned.

**Performance Measurements:**

1. To be at work timely
2. To give advance notice of leave
3. To be able lift 60 lbs frequently
4. To be able to walk and/or stand for long periods of time, and climb, stoop, kneel, crouch and crawl
5. To be able to withstand exposure to loud noise, noxious fumes, and extreme heat (working outdoors)
6. To use safety equipment e.g. ear plugs, eye protection, etc.

**Knowledge and Skills:**

- Experience The job can be learned in hours or days.
- Education SCCC/ATS student preferred with a high school diploma.
- Interpersonal Skills Normal courtesy in dealing with others is required. Work involves minimal contacts, usually within the department. Contact usually involving routine, non-sensitive issues. External contacts are limited to incidental contacts with visitors, or no contact.
- Other Skills
- Physical Requirements
- Work Environment

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Maintenance Summer**

Data Year: 2015

Prepared On: 12/06/2017

---

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

---

Printed Employee Name

---

Date

---

Employee Signature