

Seward County Community College is a two-year institution offering 45 programs of study, including Adult Basic Education, certificate programs and Associate of Arts, Science, General Studies and Applied Sciences degrees. Ranked in the top 5% of more than 1,100 accredited community colleges in the U.S. by the Aspen Institute, SCCC serves a student body of 2,500+ students ranging in age from 15 to 85, in a county with the highest foreign-born percentage population in the U.S., and a rural service area of about 50,997 in seven Southwest Kansas counties as well as neighboring counties in southeastern Colorado, the Oklahoma and Texas Panhandles.

### **Responsibilities**

Directs the operational, financial, and personnel activities of the ground's maintenance and safety on college campus. This includes ensuring the college's building grounds systems and equipment are functioning properly, and are maintained in excellent condition. Manages operation of building craft areas, which usually include carpentry, locksmith, landscaping, vehicle maintenance, roof and road functions. Also, manage security services to all staff, faculty, students and visitors to the college; monitor safety conditions for resident halls and other buildings; provide and implement crime prevention and safety programs; maintain safe parking conditions on campus.

- Responsible for developing, managing, and monitoring department budget, employee training, and miscellaneous tasks. Maintains adequate inventory of maintenance products used in all buildings. Resolves contractor problems and issues as needed. Prepares bid specifications for special projects and for the college. Contributes to strategic planning by evaluating and projecting future facility needs and options for meeting those needs.
- Hires, orients, and evaluates qualified personnel as the need arises. Serves on hiring committees for the college as well as for the Higher Learning Commission.
- Monitors and ensures facilities, vehicles, and equipment are working in a safe and proper manner. Oversees the building operations, maintenance and repairs for multiple areas such as landscape, carpentry, janitorial, HVAC and electrical systems, vehicles and equipment, and security. Maintains records for fleet vehicles including vehicle tags and insurance as well as vehicle maintenance.
- Oversees supervision of schedules buildings/maintenance staff to respond to written work orders; Calls managers to communicate work response schedule; Prepare for special events and functions needs on campus; snow removals or emergency repairs; Supervises security personnel as needed.
- Deals with facilities safety concerns and implements solutions.
- Communicates with administration regarding needed maintenance and repair of facilities and security concerns for students, faculty, and staff; and responds to emergencies events and alarms.
- Ensures the proper disposal of hazardous and controlled waste in compliance with regulations and guidelines; works directly with local and state safety agencies. Works closely with Seward County Emergency Management, Seward Count Health Department, and all law enforcement officials.
- Attends training sessions as required by the federal and state laws. Performs other job related duties as assigned.

### **Qualifications**

(1) A two year college degree or (2) Completion of a specialized course of study at a business or trade school or (3) Completion of a specialized and extensive in-house training

or apprenticeship program.

Two years to five years of similar or related experience.

**Salary/Benefits**

Competitive salary. Participation in college Flexible Benefits program which includes options for single and family health and dental coverage, optional insurances, and reimbursement accounts. Other benefits include: income protection insurance; matching annuity; SCCC tuition reimbursement for employee and dependents; annual and sick leave allowances and participation in social security (FICA) and state retirement programs (KPERs).

**Salary Range:** Salary commensurate with education and experience.

**Position Status:** Full-time

**Application Deadline:** Open until filled

**Start Date:** ASAP

- Successful applicants will be required to pass a criminal background check prior to employment.
- Separate application required for additional or future openings.

Applications may be emailed to [jobs@sccc.edu](mailto:jobs@sccc.edu), faxed to 620-417-1124 or mailed. Direct inquiries to Human Resources at 620-417-1123.

**How to Apply**

To be considered, all of the following materials must be submitted to the address below:

1. Completed and signed Seward County Community College application. [Seward County Community College application.](#)
2. Cover letter, which states how the candidate specifically meets the qualifications.
3. Job-related resume including contact information for three professional references.
4. Transcripts from all post-secondary institutions (copies are acceptable) and copies of any relevant certifications, if applicable. If employed, it is the responsibility of the candidate to provide official transcripts within 30 days. (Foreign transcripts must be translated and evaluated to determine equivalency to U.S. standards. Any fee for such services is paid by the applicant.)

***If any of the required materials are not submitted with your application packet, your application will be deemed incomplete and will not be forwarded to the committee for screening. Please notify Human Resources if you require any special accommodation(s) in meeting these requirements.***

**Mailing Address:**

Human Resources Office  
Director of Facilities  
Seward County Community College  
PO Box 1137  
Liberal KS 67901-1137

More information about Seward County Community College can be found at [www.sccc.edu](http://www.sccc.edu)

**Selection Process**

The search committee will conduct all minimum qualification appraisals as set forth on the position announcement and job description and reserve the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually conducted on campus by the search committee. Additional interviews and/or teaching demonstrations may be required.

**All qualified applicants are encouraged to apply.**

EOE/Drug Free Campus

**Other information**

- [Clery Act Campus Safety and Security Report](#)
- [FMLA English](#)
- [FMLA Spanish](#)