

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

Data Year: 2015

Prepared On: 12/06/2017

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|--------------------|------------|----------------------|------------|
| Department:        | Facilities | Grade:               | 9          |
| Reports To:        |            | Classification:      | Non-Exempt |
| Supervises Direct: | 0          | Supervises Indirect: | 0          |
| Approved By:       |            | Effective Date:      | 09/29/2000 |
|                    |            | Revised Date:        | 05/16/2008 |

**Role:**

This position provides electrical maintenance to the campus grounds and buildings. Will also assist with all general maintenance as assigned by the director.

**Essential Functions & Responsibilities:**

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|---|-----|--|
| E | 70% | Performs daily electrical maintenance of all buildings; maintenance and repair of electrical distribution equipment, interior and exterior lighting, power outlets, electrical appliances, and heating and air conditioning equipment. Will also install electrical circuits and new appliances.   |
| E | 15% | General maintenance duties will include moving furniture, boxes, etc., setting up for and/or working special events, building checks over holidays when buildings are unoccupied, and on-call duty. Will perform routine preventative maintenance (greasing equipment, oiling motors, changing belts, changing air filters, changing light bulbs, etc.). Attends training sessions required by the supervisor. |
| E | 10% | Responsible for the maintenance, repair and installation of communication equipment including telephone and data communications  |
| N | 5%  | Performs other job related duties as assigned.   |

**Performance Measurements:**

1. To keep abreast of all the electrical needs of the university as it grows in technology.
2. To be able to respond to on-call emergencies by having a basic skill of all trades.
3. To be able to work together in a team effort in regards to special tasks or events.

**Knowledge and Skills:**

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|----------------------|--|
| Experience           | Two years to five years of similar or related experience.  |
| Education            | (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.   |
| Interpersonal Skills | Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (students, visitors or vendors) requiring ordinary courtesy in providing assistance and information. |

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**Other Skills**            Two year's experience in the electrical field required; general maintenance experience is desired. Excellent written, oral and interpersonal communication skills are necessary. Must be able to work in all weather conditions and withstand extreme hot and cold working conditions, loud noise environments; lift 100 pounds; walk and/or stand for long periods of time, and climb, stoop, kneel, crouch and crawl. Working in the boiler room requires being exposed to non-weather wet, humid conditions and extreme heat; working inside freezers requires being exposed to extreme non-weather cold. Position also requires work in high, precarious places, exposure to noxious odors, loud noises, and electrical shock. On-call duty on a rotation basis approximately one weekend every month. Working special events (graduation, homecoming, etc.,) is required, and 2nd shift as requested. May be required/ requested to travel to off-campus sites as needed.

**Physical  
Requirements**

**Work Environment**

**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.**

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Printed Employee Name

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Date

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Employee Signature