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## **Facilities Maintenance Specialist II**

York County Community College, established in 1994, is a regionally accredited comprehensive institution that offers associate degrees, certificate programs, and non-credit courses and training to business and industry.

**POSITION SUMMARY:** Summer Hours: Monday – Thursday 6:00am – 4:30pm; Fridays off. Schedule will change mid-August prior to the start of the fall 2021 semester. Under limited supervision, performs general custodial care and maintenance of assigned campus buildings, grounds and parking lots to ensure a safe and clean environment for students, faculty, staff and the public. Responsibilities include general cleaning inside and out, grounds work, care and operation of heating systems and minor maintenance and repairs to buildings and equipment. Must be able to work independently, make judgement calls and prioritize assigned work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

- Performs required maintenance for heating system in order to maintain building temperature and keep equipment in good working order.
- Maintains and repairs plumbing, compressed air and electrical equipment in order to ensure operational readiness.
- Performs minor carpentry tasks in order to maintain building condition such as installing shelves, locks, painting and assembling office equipment, etc.
- Scrubs, mops, waxes, polishes and vacuums floors; dusts and polishes furniture; cleans tabletops and whiteboards, washes windows, woodwork, toilets, washrooms and fixtures in order to maintain cleanliness and appearance.
- Completes outside grounds keeping duties such as sweeping and cleaning walks, mowing lawns, raking leaves, and removing snow in order to keep outside premises in an orderly and safe condition.
- Inspects institutional areas in order to safeguard property and equipment in the building and on the premises.
- Ensure trash is removed from both sites as scheduled.
- Orders maintenance supplies and materials as required in order to maintain stock levels and transport items to specified locations.
- Set up and breakdown furniture for special events and daily use.

**MINIMUM QUALIFICATIONS:**

- High School Diploma/GED
- Knowledge, skills and experience associated with all or most of the above
- Continued possession of a valid Maine driver's license
- Ability to lift 50lbs and perform a variety of manual tasks
- Operation of both manual and automatic equipment



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## DESIRED QUALIFICATIONS

- Associate Degree

## KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

- Knowledge of methods and equipment used in building maintenance and janitorial work
- Ability to safely bend and lift objects up to 50 lbs.
- Ability to comprehend and follow verbal and written instructions
- Ability to skillfully perform building maintenance activities
- Knowledge and adherence of basic safety practices to include EPA, OSHA and hazardous materials requirements, compliance and recordkeeping
- Continued possession of a valid Maine driver's license
- Operation of both manual and automatic equipment

**SALARY:** Salary and Benefits commensurate with the Agreement between the MCCS Trustees and Summary of Benefits for MSEA Support Services Bargaining Unit.

**APPLICATION PROCEDURES:** Your application for employment with the Maine Community College System may be subject to public disclosure. Review of applications will begin on July 7, 2021. Interested applicants should submit a YCCC employment application, cover letter, resume and three professional references to:

Human Resources

York County Community College

112 College Drive

Wells, Maine 04090

Or to: [employment@yccc.edu](mailto:employment@yccc.edu)

York County Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207/216-4437.



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