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## Nebraska Indian Community College VACANCY ANNOUNCEMENT

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**POSITION TITLE:** Campus Utility Personnel (CUSTODIAL)

**Reports To:** Santee Campus Librarian

**Campus:** Santee Campus

**Hours:** PT position 20 hours per week non-exempt hourly

**Pay:** \$12.00 per hour

**Posted:** UNTIL FILLED

**ABOUT THE COLLEGE:** *"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo'ho' (Omaha) Isanti (Santee Dakota) and all learners."* Nebraska Indian Community College is envisioned as a comprehensive Tribal College which values service through high quality education. Institutional programs value and cultivate the creative and productive talents of learners, faculty, and staff, and seek ways to contribute to the self-sufficiency of the Nations served, the wellbeing of our communities, and the quality of life and development of its learners, faculty, and service areas.

### **JOB DESCRIPTION:**

The Utility is Responsible for deep cleaning the main/vo-technical buildings, removing debris, and keeping areas neat and tidy. Vacuums and maintains floors, shampoos carpets, empties trash receptacles, and replace lining of trash cans. While performing the duties of the job, the employee is occasionally required to stand; walk; sit; use hands to type, file, find, handle, or feel objects, tools or controls; reach with hands and arms; stoop, kneel or crouch; talk (in person and over phone), hear (in person and over phone), and see to use computer, file, and read/interpret reports. The employee must occasionally lift and/or move up to 30 pounds.

The Utility will be responsible for:

- All daily cleaning duties of the campus building including vacuuming, dusting, mopping, and emptying garbage cans.
- Cleaning and disinfecting all bathrooms on a daily basis.
- Upkeep of the campus grounds including removing debris, mowing the lawn, and removing snow as needed.
- Performs monthly checks on all fire extinguishers, emergency lights, and fire alarm systems.
- Assists in ensuring building(s) security at all times.
- Reports and recommends to the Manager/Supervisor all cleaning supplies and/or outside maintenance as needed. Assist with event set up and tear down as necessary.

### **QUALIFICATIONS:**

- Prefer high school diploma or G.E.D.
- Custodial and/or maintenance experience a plus.
- Must be in good health, able to operate janitorial machines and have knowledge of cleaning products.
- Also must have a valid Nebraska Driver's license and be able to provide proof of insurable driving record.

### **KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:**

Preferred candidates will have proven success in the following:

- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of NICC policies and activities.
- Ability to maintain good working relationships with staff, volunteers, clients, and others.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to work cooperatively, and well, while all while maintaining compliance with required rules and regulations
- Ability to conduct or work cooperatively with departments

**SPECIAL INSTRUCTIONS TO APPLICANTS:** Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian preference in employment act and veterans' preference. In the absence of qualified Indian applicants, consideration will be given to applicants without regards to race, color, creed, religion, sex, national origin, age, marital status, or veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.

**HOW TO APPLY:** You can visit us on the web at <http://www.thenicc.edu>. Applications are also available at any of our three campuses. Include the following: (1) a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, (2) a resume/CV, (3) transcripts, and (4) an NICC Application. Please send your application materials to: HR Director Anthony Warrior [SanAWarrior@thenicc.edu](mailto:SanAWarrior@thenicc.edu).

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Macy, NE 68039  
Phone: 402-837-4183

**Santee Campus**  
North River Road  
Niobrara, NE 68760  
Phone: 402-494-2311

**SSC Campus**  
2605 ½ Dakota Ave.  
South Sioux City, NE  
68776 Phone: 402-494-  
2311

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