



Nebraska Indian Community College
Office of Human Resources
1111 Highway 75 • Macy, NE 68039
(402) 494-2311 ext. 2593 • Fax (402) 837-4183

Position: Maintenance
Supervisor: Dawne Price
Status: Part-Time, Non-Exempt
Location: Santee Campus
Updated: 06/27/2019

Summary:

Responsible for maintaining and cleaning the Santee main campus and vocational tech building.

Responsibilities:

- Three times a week - cleaning the campus building and vocational tech building (classrooms, offices, and restrooms) to include: vacuuming, dusting, mopping, emptying garbage cans.
- Cleaning and disinfecting all bathrooms in main campus and vocational tech building at least 3 times a week.
- Cleaning and disinfection all tables, chairs, and counters in classrooms and kitchens twice a week (main campus and vocational tech building).
- Upkeep of the campus grounds including removing debris, mowing the lawn, and removing snow as needed.
- Performs routine maintenance on operating systems of the College, e.g., plumbing, changing light bulbs, basic maintenance on appliances.
- Reports and recommends to the Manager/Supervisor all cleaning supplies and/or outside maintenance as needed.
- Will ensure that buildings are locked if working outside of normal business hours.
- Work additional hours if NICC is hosting large functions for students or community and adjust accordingly.

Knowledge, skills, abilities and personal characteristics:

- Ability to organize work effectively, independently, while communicating schedule changes and supply needs to supervisor in a professional way.
- Ability to work cooperatively with NICC staff, community, vendors, students, while maintaining compliance with required rules and regulations.
- Health must be conducive to be able to operate janitorial machines, bend, crouch, reach, lift up to 50 lbs.
- Knowledge of cleaning product safety or willingness to learn.
- Ability to manage and coordinate multiple projects and to meet critical deadlines.
- Excellent attention to detail.
- Honest, dependable, organized & maintains confidentiality.
- Other duties as assigned.

Experience/Education:

- Prefer high school diploma or G.E.D.
- Custodial and/or maintenance experience a plus.
- Must have a valid Nebraska Driver's license and be able to provide proof of insurable driving record.

Please submit your NICC employment application to Terri Grant or Megan Miller or email to HR Director Marcia Robertson, mrobertson@thenicc.edu. If you have questions about this position, please call Marcia Robertson at 402-241-5905.