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## Nebraska Indian Community College

# VACANCY ANNOUNCEMENT

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

**Reports To:** Facility Director

**Campus:** Macy/South Sioux City Campuses

**Status:** FT Non-exempt

**Pay:** \$15.00-18.00 per hour

**Open until filled**

**ABOUT THE COLLEGE:** *“The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umoꝛhoꝛ (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 Campus Utility Personnel is responsible for deep cleaning the main/vo-technical buildings, removing debris, and keeping areas neat and tidy. Vacuums and maintain floors, shampoos carpet, 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 include vacuuming, dusting, mopping, and emptying garbage cans.
- Cleaning and disinfecting all bathrooms daily.
- Upkeep of the campus grounds by:
  - Removing debris,
  - Mowing/Weed-eating
  - Removing snow as needed.
  - Weeding, trimming, and mulching plants using gardening tools
  - Ensuring the grounds are clean, safe and usable by guests and visitors
- Ensure maintenance and upkeep of the earth lodge
  - Making sure there is firewood available
  - Starting fires when needed
- Performs monthly checks on all fire extinguishers, emergency lights, and fire alarm systems.
- Assists in always ensuring building(s) security.
- 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.
- Other Duties as Assigned

### **QUALIFICATIONS:**

- 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.
- Experience using heavy equipment (skid loader, lawn mower, weed eater)
- Also must have a valid 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 at [hr@thenicc.edu](mailto:hr@thenicc.edu).

**Macy Campus**  
 1111 Hwy 75  
 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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