

Salina Area Technical College
2562 Centennial Road
Salina, KS 67401

Title: Director of Maintenance

Required Qualifications:

- Minimum of three years experience in custodial/maintenance field
- Demonstrated experience in supervision of custodial and maintenance staff
- Demonstrated knowledge/application of proper sanitary maintenance of facilities, understanding of safety concerns, and blood born pathogen handling
- Experience in supply ordering/distribution and excellent record keeping for all required inspections, servicing, repairs, and environmental disposal
- Experience in carpentry, electrical, HVAC, plumbing and boilers systems
- Past record of excellent attendance, reliability, excellent public interaction skills, and equipment use and maintenance skills
- Be in good physical condition to lift, bend and stoop as necessary to operate equipment and repair facilities

Preferred Qualifications:

- License/certifications in related area – electrical, construction, HVAC
- AAS Degree in related field
- Basic cabinet making skills
- Knowledge of Environmental regulations relating to career and technical education campus
- CDL License
- Building Code certifications

Reports To: Dean of Administrative Services

Job Goal: Responsible for custodial staff supervision the overall cleanliness, sanitation, security, safety and maintenance of the SATC facilities, buildings, grounds and equipment. Manage custodial personnel schedules and time, custodial inventory and equipment, custodial expenditures, building repairs and maintenance, seasonal special projects, building use and building systems and operations of the college. Organization of snow removal, building security and campus fleet maintenance.

Performance Responsibilities:

1. Oversee the custodial/maintenance staff
2. Identify and make repairs, provide upkeep to all structures and equipment
3. Maintain safety standards, building codes and environmental standards
4. Maintain all vehicles, small machinery, power tools, and related equipment
5. Provide preventative maintenance on water, heating, cooling and other building control systems
6. Anticipate daily, weekly, monthly, yearly tasks and duties, including but not limited to alarm systems, fire drills, safety checks, backflow checks, sprinkler system checks, etc

7. Inspects school facilities for the purpose of identifying necessary repairs, equipment breakage, potential weather conditions and unexpected damages
8. Arrange furnishings and equipment for meetings, classes and community activities
9. Maintains and supplies equipment including cleaning products, paper products, industrial equipment to efficiently maintain assigned facilities
10. Performs summer/mid-term maintenance (or as needed) to include removal of all tables, chairs, and equipment, strip floors, wax and polish as needed in preparation for the new school year
11. Effectively communicate with administration, faculty, staff, students and community
12. Performs minor repairs to furniture, faucets, toilets light fixtures for the purpose of a safe environment
13. Assist other personnel for the purpose of supporting them in the completion of their work
14. Other duties as may be assigned

Salary/Benefits: Competitive salary commensurate with qualifications up \$40,000. Participation in college flexible benefit program which includes partially paid single and family health and dental coverage, 403(b) investment plan, reimbursement accounts, and Kansas retirement system (KPERs), vacation and sick leave.

Total Hours Worked: Typically 40 hours/week

Working Days: Typically Monday – Friday – weekends may be required for snow removal

Work Hours: 7:00 – 3:00

Position Start: Negotiable

Applications Due: Until filled

Salina Area Technical College welcomes the application of any qualified candidate and does not discriminate on the basis of race, color, age, sex, creed, marital status, ethnic origin, disability or veteran status. We are an affirmative action/equal opportunity employer. We comply with Title IX of the Educational Amendments of 1972. We comply with the rehabilitation act of 1973, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, and the Americans with Disabilities Act.