



Job Description

Job Title: Maintenance Seasonal (2 positions)
FLSA Status: Non-exempt
Grade: 3
Department: Facilities
Reports to: Facilities Director

Job Summary

This position, with supervision, is responsible for assisting in reactive and scheduled equipment maintenance of all mechanical operations of the Gillette Community College Campus. This position may also be responsible for minor repairs on buildings, including some custodial services.

Essential Functions *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Performs tasks common to the care of equipment operation and maintenance.
- Performs general maintenance and repairs including but not limited to trash pick-up.
- May be required to assist the Facilities department during campus events.
- Establish a safe working environment.
- Other duties as assigned.

Minimum Qualifications *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- High school diploma or GED equivalent.
- Possess a valid Class C driver's license.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Preferred Qualifications

- Previous work experience consistent with the position.

Competencies for Successful Performance

Knowledge of:

- Basic office procedures, methods and computer equipment and programs.

- Work safety principles and practices.

Ability to:

- Understand and follow safety procedures.
- Wear proper attire for safety and appearance.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.

Skill in:

- Performing various duties, frequently changing from one task to another.
- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.

Supervisory and Management Responsibility

- None

Physical Demands *(The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- Work mostly consists of outdoors in various weather conditions.
- Lifting and carrying up to 50 pounds.
- Prolonged periods of walking, standing, bending, stretching, pushing, pulling, climbing ladders, or kneeling.

How To Apply:

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrteam@gillettecollege.org.

Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources

Director, 300 W Sinclair Drive, Gillette, WY 82718, or smoore@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.