



CISCO COLLEGE

*Job Posting*

Date Posted: 1/18/2019  
Posting End Date: Open Until Filled

**Skilled Maintenance/Supervisory Position (Cisco)**

Cisco College is accepting applications for a full-time Skilled Maintenance/Staff Supervisor Position at the Cisco College campus in Cisco, Texas. Duties include general maintenance/repairs to building operating equipment, small scale construction projects, custodial projects, and staff supervision. Some lifting and working with various cleaning chemicals is required. Additionally, an applicant must possess at least one or more of the following skills: carpentry, plumbing, or electrical. Hours will be 7:30 a.m. – 4:30 p.m., Monday through Friday. The position offers full time (12 Month) employment with an hourly wage of \$15.00 and paid employee benefit package. Please scroll below to review the job description.

**CISCO COLLEGE** offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with \$5,000 of basic term life is provided at no cost to the employee and totals approximately \$7,500.00. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

The application is located on the “Employment” page of the website ([www.cisco.edu](http://www.cisco.edu)) and may be submitted in person, via mail, email or fax, but email is preferred. Please ensure all questions are answered and the form is signed on pages 3, 4, and 5. Incomplete applications will be returned unprocessed. Applications will be accepted until the position is filled. Those without access to the internet may pick-up a Cisco College application at the Human Resources office in the Harrell Fine Arts building in Cisco.

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Cisco College is an Equal Opportunity Employer

## CISCO COLLEGE

### STAFF JOB DESCRIPTION

**Job Title:** Cisco Skilled Maintenance/Staff Supervisory Position  
**Reports To:** Director of Campus Maintenance  
**Last Updated:** 1/18/2019

#### Job Summary

Cisco maintenance personnel are responsible for the daily upkeep of the physical plant thus providing a safe environment in support of the College's mission. Work performed by the maintenance department affects all segments of the institution and must provide the level of service to maintain facilities in a manner that is cost-effective and compatible with institutional objectives. Their activities require an efficient, courteous, and dedicated staff that possesses technical and professional skills in a least one of the following areas: carpentry, plumbing or electrical.

A Cisco maintenance worker is expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, Cisco College employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College personnel are expected to follow College policies, rules, regulations and guidelines that relate to this position.

#### **ORGANIZATIONAL RELATIONSHIPS/DUTIES:**

- I. Reports to: Director of Physical Plant
  
- II. Description of Duties:
  1. Perform assigned tasks daily with a spirit of cooperation and dedication to a professional level of work, and communicate regularly with supervisor as to the progress of work done.
  2. Maintain equipment and tools properly so that a maximum useful life can be attained.
  3. Inform supervisor of deficiencies and/or defects in facilities or equipment in order that a safe environment be maintained for students, employees, and visitors.
  4. Abide by OSHA safety standards, and follow other safety procedures as instructed by supervisor.

5. Maintain communications with persons requesting maintenance and repairs as to the progress of the work performed.
6. Perform other duties as assigned.