



## POSITION ANNOUNCEMENT

### **MAINTENANCE/ GROUNDKEEPER** **FRONTIER COMMUNITY COLLEGE | FAIRFIELD, IL**

**DESCRIPTION:** The Maintenance/Groundskeeper is responsible for the overall maintenance of the college's buildings, equipment, and grounds which includes ensuring buildings and grounds are secure and maintained in a safe and attractive manner; performing minor equipment, plumbing, carpentry, and building repairs; regulating, maintaining, and inspecting heating/cooling systems; performing mowing, trimming, and landscaping within scheduled frequency; and performing routine inspections, and reporting conditions/safety hazards to supervisor. Other duties include assistance with indoor custodial tasks such as moving furniture and equipment; setting up for campus events & cleaning tasks; recordkeeping; and supervision of student workers.

**QUALIFICATIONS:** High school diploma or equivalent and work experience in grounds and/or building maintenance required. Knowledge of heating and cooling systems preferred; ability to work well in a team environment, including completing tasks in a timely manner while maintaining good working relationships with co-workers and other campus personnel; excellent organizational skills; the ability to lift 50 lbs. on a continuous, repetitive basis; and a valid driver's license.

**WAGES:** \$15.15 per hour

**APPLICATIONS:** Send a letter of interest, resume, IECC application forms (available on our website), and transcripts to [iecchr@iecc.edu](mailto:iecchr@iecc.edu) or mail to:

Illinois Eastern Community Colleges  
Attn: Human Resources  
233 East Chestnut Street  
Olney, IL 62450

**APPLICATION DEADLINE:** Applications will be reviewed as received and will be accepted until the position is filled.

**STARTING DATE:** Pending approval by the Board of Trustees.

*Illinois Eastern Community Colleges is an institution of higher education comprised of Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. IECC is accredited by the Higher Learning Commission.*

*IECC complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources at (618) 395-5299 Extension 5522.*

**IECC's mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.EQUAL OPPORTUNITY EMPLOYER**