



Date: December 3, 2014
Title of Position: Maintainer I - Evening
Salary: Per AFSCME contract: Grade 9
Effective: January 2014

Responsibilities and Qualifications: (Please see the attached Commonwealth of Massachusetts Human Resources Division Maintainer Series Classification Specification and Position Description/Form 30 for more detailed information.)

Responsibilities: Routine and project janitorial work; general policing outside of buildings; event setup and breakdown; unlock and secure building doors; seasonal snow removal and de-icing. Secondary duties may include: seasonal landscape maintenance; minor building maintenance; moving/delivery of furniture, supplies, and equipment; providing support in center services; minor pest control.

Qualifications: Ability to follow oral and written instructions; work in a team environment; communicate with other employees, faculty, and students; and adopt and meet department standards for customer service and customer expectations. At least one year experience in institutional janitorial services, basic training in janitorial equipment, commercial green cleaning procedures, and minor building maintenance preferred. A CORI/SORI check, drug screening, and physical will be required before appointment.

Additional information: Source of Funding: 01
Area of Assignment*: Facilities
Supervisor*: Director of Facilities
Shift*: 10:00 p.m. – 6:00 a.m.
Days Off*: Friday and Saturday

MCCC AFSCME DCE Non-Unit Full-time Part-Time

*Supervisor, area of assignment, shift, and days off are currently applicable to this position; however, these specifications are descriptive and not restrictive and are subject to change by the administration, pursuant to the applicable terms of the collective bargaining agreement.

Application Procedures: For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent job-related references to the Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. snichols@berkshirecc.edu (Internal candidates: Attach updated resume to in-house application form located in Human Resources.)

Application Closing Date: December 23, 2014

Position Vacancy 15-007R

Search Reopened

national origin in its education programs or employment. All inquiries concerning application of the above should be directed to the Deborah Cote, Vice President for Human Resources, Affirmative Action Officer, and Coordinator of Title IX and Section 504, at 413-499-4660, ext 1022, Susan B. Anthony Annex Building, Room A19.