



VACANCY POSTING NOTICE – June 3, 2026

Title:	Maintenance Specialist II
Salary Range:	\$42,000.00
Contract Term Length:	12 Months
Standard Hours:	37.5
Work Location:	On-Site
FLSA Status:	Non-Exempt
College:	Henderson Community College
Department:	Maintenance & Operations

Job Summary

HCC is looking for a **Maintenance Specialist** who supports the campus's facilities maintenance operations by performing routine and moderately complex maintenance, repair, and operational tasks. This role ensures that buildings, grounds, and equipment remain safe, functional, and ready to support all campus activities.

Job Duties:

- **General Maintenance Activities** — Performs routine and general maintenance tasks, including moving equipment/furniture, furniture assembly, light carpentry, drywall installation, painting, light masonry, locksmithing, appliance maintenance, light welding, and basic pest control.
- **General Facilities Activities** — Performs facility inspections and monitors cleanliness. Assists as needed with custodial tasks.
- **General Grounds Activities** — Performs routine tasks to ensure presentable grounds, including landscaping, trimming of trees/bushes, picking up litter, and pulling/spraying weeds.
- **Facilities and Event Support** — Assists with the setup, coordination, and breakdown of institutional events and operational activities.
- **Operational Efficiency** — Identifies opportunities to improve workflow, scheduling, and maintenance procedures; provides recommendations to enhance operational effectiveness.
- **Safety Compliance** — Monitors safety practices on campus and ensures adherence to established safety standards and regulations. Completes regular safety inspections as required to maintain compliance.
- **Problem Identification** — Diagnoses causes of maintenance issues and proposes solutions consistent with Maintenance & Operational guidelines.
- **Other duties as assigned.**

Minimum Qualifications:

- **Education:** Associate degree in a related field or equivalent experience.
- **Experience:** 2–4 years of relevant maintenance or facilities operations experience.

Additional Skills Requested:

- Strong technical and problem-solving skills
 - Ability to work independently and follow established procedures
 - Commitment to safety and regulatory compliance
 - Effective communication and collaboration skills
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Employee Rights - Employee Polygraph Protection Act

Equal Opportunity Employer - *The Kentucky Community and Technical College System is an equal educational and employment opportunity institution.*
