

SALEM COMMUNITY COLLEGE

POSITION DESCRIPTION

**POSITION TITLE:** Campus Operations Specialist

**SALARY GRADE:** Support Staff Position

**MINIMUM QUALIFICATIONS:**

**Education:** High School diploma or equivalent

**Experience:** One (1) or more years of related experience

**Skills/Abilities:**

1. Ability to read and write.
2. Ability to report to work on time.
3. Possess and maintain a valid driver's license.
4. Ability to lift heavy objects.
5. Ability to operate power tools.
6. Ability to work with minimal supervision.
7. Ability to work under stressful conditions.
8. Ability to work flexible schedules.

**Reports to:** Director of Campus Operations

**Responsibilities of the Position:**

1. Keeps buildings and grounds in clean and orderly condition.
2. Sweeps, mops, scrubs or vacuums classrooms, restrooms, corridors, lobbies, offices, administrative areas, labs, special use areas in accordance with established procedures.
3. Empties trash, garbage and recycling containers.
4. Keeps buildings and grounds in good repair, performing routine painting, plumbing, electrical, HVAC, and other related facilities maintenance activities using hand and power tools.
5. Notifies management regarding need for major repairs and/or additions to building systems.
6. Cleans snow and debris from parking lots, sidewalks, and building entries.
7. Mows and trims lawn, trims shrubbery, cultivates and weeds planting beds using hand and power tools.
8. Drives trucks/vans/tractors/forklifts to load, unload and transport supplies, equipment, materials, trash, etc.
9. Moves and delivers supplies, equipment, and materials around campus using handtrucks, carts and dollies.
10. Services College vehicles by checking and replenishing gas, oil, and water and performing miscellaneous minor repairs and service.
11. Washes and cleans College vehicles.
12. Directs parking in College parking lots and monitors same for violations.

13. Interacts with students, staff and visitors and provides requested information when asked about parking, room locations, etc.
14. Operates tractor with front-end loader for grounds maintenance or snow removal.
15. Operates riding lawn mower.
16. Performs set-ups and break-downs for various meetings and events.
17. Conducts business in a courteous and professional manner.
18. Maintains a neat, professional appearance wearing College-supplied attire.
19. Performs all other applicable duties as assigned.

Qualified Candidates should send a letter of application outlining how their qualifications meet the requirements of this position, a current resume, and names & contact information for 3 professional references to: [employment@salemcc.edu](mailto:employment@salemcc.edu). Electronic submissions are preferred (include Job Title in Subject Line), however, hard copy can be sent to:

Salem Community College  
Search Committee: Campus Operations Specialist  
460 Hollywood Avenue  
Carneys Point, NJ 08069  
Fax: 856-351-2712

AA/EOE