



VACANCY POSTING NOTICE – August 4, 2026

Title:	Campus Operations Coordinator (Maintenance Specialist II)
Salary Range:	\$45,000.00
Contract Term Length:	12 Months
Standard Hours:	37.5 – Monday – Friday 7.5 hours each day
Work Location:	On-Site
FLSA Status:	Non-Exempt – Overtime Eligible
College:	Henderson Community College
Department:	Maintenance

Job Summary

HCC is looking for a **Campus Operations Coordinator** who supports the Operations Manager with 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:

- **Facilities Operations Coordination** — Assists in coordinating daily maintenance, custodial, and grounds operations to ensure campus facilities are maintained in a safe, efficient, and professional manner.
 - **General Facilities Activities** — Performs facility inspections and monitors cleanliness. Assists as needed with custodial tasks.
 - **Maintenance Activities/Oversight** — Supports the scheduling, prioritization, and monitoring of preventative maintenance and repair activities for campus buildings, equipment, and infrastructure.
 - **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.
 - **Facilities Inspections** — Conducts regular inspections of buildings, grounds, and equipment to identify maintenance needs, safety concerns, and operational improvements.
 - **Problem Identification** — Diagnoses causes of maintenance issues and proposes solutions consistent with Maintenance & Operational guidelines.
 - **Grounds and Exterior Maintenance** — Assists with overseeing campus grounds maintenance activities, including landscaping, snow and ice removal, tree and shrub maintenance, and overall campus appearance.
 - **General Grounds Activities** — Performs routine tasks to ensure presentable grounds, including landscaping, trimming of trees/bushes, picking up litter, and pulling/spraying weeds.
 - **Custodial Support** — Monitors facility cleanliness standards and collaborates with custodial personnel to address campus sanitation and housekeeping needs.
 - **Project and Vendor Coordination** — Assists with facility improvement projects, contractor management, vendor communication, and service scheduling to ensure quality work and timely completion.
 - **Work Order Management** — Supports the management and tracking of work requests, maintenance schedules, and facility service records to ensure timely response and completion.
 - **Event Operations Support** — Coordinates facility logistics for campus events, including room setup, equipment arrangements, and post-event restoration of facilities.
 - **Facilities and Event Support** — Assists with the setup, coordination, and breakdown of institutional events and operational activities.
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- **Safety and Compliance** — Assists in ensuring compliance with institutional policies, safety regulations, and applicable federal, state, and local requirements. Conducts routine safety inspections and participates in emergency preparedness activities.
 - **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.
- **Budget and Inventory Support** — Assists with monitoring departmental inventories, supplies, equipment, and operational expenditures. Manages annual inventory inspection.
- **Customer Service and Communication** — Serves as a liaison between facilities operations and campus departments, responding to inquiries and ensuring a high level of customer service.
- **Continuous Improvement** — Identifies opportunities to improve operational processes, workflow efficiencies, and facility services while supporting the College's mission and strategic goals.
 - **Operational Efficiency** — Identifies opportunities to improve workflow, scheduling, and maintenance procedures; provides recommendations to enhance operational effectiveness.
- **Other Duties as Assigned.**

Minimum Qualifications:

- **Education:** Bachelor's Degree preferred; 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

Employee Rights - Employee Polygraph Protection Act

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