



Kansas State School for the Blind

1100 State Ave.
Kansas City, KS 66102
913-305-3015
www.kssb.net

**** JOB OPENING ANNOUNCEMENT ****

POSITION TITLE: General Maintenance & Repair Technician
SALARY: \$22.00 an hour; Excellent benefits.
LOCATION: Kansas City, Kansas
EMPLOYMENT DATE: Open Until Filled
SCHEDULE: 7:00 am - 4:00 pm; Monday - Friday

JOB DESCRIPTION: (Detailed Position Description provided upon request)

This position is at the Kansas State School for the Blind (KSSB) campus and performs job assignments based on regular seasonal preventative maintenance tasks, assigned work orders, and instructions conveyed by the lead worker, supervisor, or senior management. This position is also cross-trained in security and works in security on an as-needed basis.

ESSENTIAL JOB FUNCTIONS:

- Perform routine equipment maintenance and repairs to ensure they are in good working order.
- Troubleshoot and diagnose mechanical, electrical, and/or plumbing issues to determine the most effective solution.
- Obtain assigned work order tickets, perform necessary tasks, and document the status of work performed.
- Remodeling, repairing, painting, varnishing, caulking, and related structural work.
- Clean filtration systems (filters) and equipment (carbon deposits) regularly. Replace light bulbs, ballasts, and switches as needed. Ensure areas are clean and free of debris and trip hazards.
- Assist with winter safety activities, such as snow removal, sanding/salting walkways, etc.
- Follow safety protocols and guidelines.
- Physically staffing the security office and performing safety and security duties to safeguard the campus. Complete daily shift security reports on safety and security-related issues promptly and accurately.
- Monitor surveillance systems to detect and respond to security breaches or suspicious activities.
- Control and manage the registration and verification of visitors, contractors, and vendors, ensuring that only authorized individuals gain access.
- Act as the first responder during security and safety emergencies, including fires, medical incidents, security breaches, and hazardous weather events. Follows established protocols for managing and reporting incidents.
- Conduct routine patrols and inspections of the premises to identify risks or hazards, and to ensure premises are properly secured. Logs critical infrastructure requiring routine inspection.
- Conduct and document drills (fire/tornado/intruder) at prescribed times and within established protocols.
- Collaborate with other staff, law enforcement, fire, and other emergency professionals.

- All other duties as assigned.

Attend all required meetings; use appropriate communication skills.

MINIMUM REQUIREMENTS: High school diploma or G.E.D. Represent KSSB professionally and appropriately at all times.

SPECIAL REQUIREMENTS:

All offers of employment from Kansas State School for the Blind (KSSB) are contingent upon background check results and any applicable workplace references. Background checks are completed via the KS Bureau of Investigation, Backgrounds Plus consents, Kansas Department of Children and Family Services, and Dru Sjodin National Sexual Offender Registry. KSSB may contact previous employers for workplace references. Within 30 days of employment, a tuberculosis test (and any applicable treatment), as well as a health certificate must be completed by a medical provider at the cost of the employee.

APPLICATION: Open Until Filled. For consideration, request an official KSSB application or go to our website at <https://kssb.net/employment/> and apply for KSSB's review; copies of all college transcripts and licenses will be required.

CONTACT: **Human Resource Office**
Voice: 913-305-3004
Fax: 913-621-2310
E-Mail: hr@kssdb.org

TOBACCO-FREE CAMPUS
KSD AND KSSB EMBRACE DIVERSITY
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