

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Deadline: Open Until Filled

First Review of Applications: April 12, 2019; 5:00 p.m.

MAINTENANCE TECHNICIAN

40 hours per week, 12 months per year

RESPONSIBILITIES: Under direction of the Director of Facilities, independently performs a variety of skilled work in the maintenance, repair, and remodeling of buildings and equipment such as HVAC, electrical, plumbing, and mechanical trades work; assists in major maintenance projects.

Performs skilled work in the maintenance, repair, and operation of building HVAC including computer controlled energy management systems; performs skilled work in the maintenance, repair, and remodeling of buildings and equipment; repairs, alters or constructs articles and structures of wood, metal, or concrete such as partitions, counters, doors, window frames, cabinets, furniture, and shelving; replaces and installs glass; repairs floors and ceilings, and performs work with hardwood, acoustical tile, and other composition materials; installs, repairs, and replaces locks, doors, windows, sashes, and screens; operates a variety of woodworking and other power tools and equipment; installs, maintains and repairs motors, lighting circuits, conduit and duct systems, and other types of electrical lighting and power equipment; performs routine maintenance on fans, compressors, and pumps including oiling, cleaning, and packing valves.

Cleans drains and obstructions in water and sewer systems; installs plumbing and fixtures; wipes and flushes joints; installs sprinkler systems; overhauls compressors, power equipment, pumps, and heaters; prepares surfaces for paint; applies paint or other protective or decorative finishes to various surfaces such as wood, metal, glass, plaster, wallboard, and cement; prepares or works from drawings and blueprints for maintenance and small construction projects; repairs and maintains vehicles (vans and trucks); changes oil, lubricates vehicles, tunes-up engines, services transmissions, replaces brakes, alternators, and starters; repairs and maintains various grounds equipment including mowers, sweepers, and tractors; may fabricate metal; obtains estimates from vendors for repairs; provides for adequate levels of replacement parts; orders parts, supplies, and other materials as necessary

Trains and provides work direction to student employees as assigned; prepares service and maintenance repair records and other reports; may respond to emergency maintenance, facility, and grounds calls as contacted during non-work hours; assists with set-ups for college events and other custodial, grounds, security, and shipping/receiving/warehouse activities work as assigned; performs other related duties as assigned.

QUALIFICATIONS

Knowledge of: Methods, equipment, materials, and safety procedures used in skilled maintenance work, including HVAC systems, and vehicle and equipment repair; basic record keeping; shop math applicable to the building trades; metal fabrication methods; lock and key systems; interpersonal skills using tact, patience, and courtesy.

Ability to: Perform skilled work in the construction, renovation, maintenance, and/or repair of building, facilities, vehicles, and equipment; diagnose, repair, and operate HVAC equipment, including computer controlled energy management systems; repair and maintain vehicles and equipment; read and interpret mechanical and electrical plans and specifications; operate, maintain, and store a wide variety of hand and power tools and other equipment used in skilled maintenance work; learn and apply department standards for maintaining college buildings, facilities, vehicles, and equipment in good repair and a safe

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and orderly condition; prioritize and schedule work; understand and follow verbal and written directions; communicate effectively both verbally and in writing; read, interpret, apply, and explain policies, procedures, rules, and regulations related to the operation of the department; determine appropriate action within clearly defined guidelines; establish and maintain cooperative and effective working relationships with others; work independently with little direction; drive college vehicles; observe legal and defensive driving practices; meet schedules and timelines; maintain routine records; train and provide work direction to others; perform heavy physical labor.

Working Conditions: Indoor and outdoor environment drives college vehicles; subject to adverse weather conditions; may work weekend's exposure to paint fumes and noise from equipment operation; hazards from working with electricity, ladders, scaffolding, welding, and equipment with moving parts. Physical demands include reaching, bending, walking, climbing, pushing, standing for long periods, heavy lifting (up to 75 pounds); and operating heavy equipment.

Licenses and Other Requirements: Must possess a valid California driver's license.

ASSIGNMENT/SALARY/BENEFITS: The work schedule is typically Monday through Friday, 7:00 a.m. to 3:30 p.m., with a half-hour lunch. The monthly salary range is \$3,703-\$4,632 over six years. The starting salary could be \$3,888 with five years of similar experience. Twelve days of vacation leave and sick leave are earned each year. Vacation leave increases with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are 19 paid holidays.

APPLICATION PROCEDURE: Please submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to Human Resources, HRrecruiting@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Academic or Non-Academic Application and Voluntary Applicant Survey
<https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified.pdf>
- Cover letter – explain your education and/or experience as it relates to this position
- Resume
- Two recent letters of recommendation

Incomplete application packets will not be forwarded to the selection committee.

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 4,500 students in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling

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vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, and the newly acquired Mendocino Coast Center, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.