

**Job Title:** Facilities and Maintenance Aide

**Supervisor:** Campus Administrator

**Employment Terms:** 12 Months

**Salary Range:** \$16.32 - @23.15; Hourly

**Location:** Central Campus  
6997 N. Glen Harbor Boulevard  
Glendale, AZ 85307

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Establish and maintain good rapport with students, staff and community
- Provide back-up responsibilities for the Facilities and Maintenance Tech as it relates to daily tasks and assignments
- Ability to perform general maintenance tasks to include but not limited to landscaping, carpentry, electrical, HVAC, plumbing, and custodial duties
- Perform minor repairs on various items, example: electrical outlets/switches, ballasts, lights, doors, hinges, electric appliances and water heaters
- Reports to supervisor major repairs or replacement of items needed, follow procurement procedures
- Travel between campuses when repairs are needed
- Be able to troubleshoot and assess all repairs and maintenance
- Physical activity working outside in all weather conditions including the hot sun. May climb ladders and perform roof inspection
- Lift up to 60-pounds on a continual basis
- Sets up chairs, tables and other furniture for meetings or other events as assigned by supervisor
- Be willing to work flexible schedule when required
- Other job-related duties as assigned

**Qualifications:**

- High School Diploma or GED
- Demonstrated ability to operate maintenance tools and equipment

- Apprenticeships in any maintenance and repair field a plus
- Ability to work independently
- Prior related work experience or training

**Requirements:**

- Must be able to pass fingerprint and background checks
- Must have at the time of application and must maintain a valid Arizona driver's license
- May be required to travel to perform job functions

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** December 1, 2021

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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