

Job Title: Facilities/Maintenance Aide – Northeast Campus

Supervisor: Facilities and Maintenance Aide and Campus Administrator

Employment Terms: 12 Months

Salary Range: \$15.00 - \$18.00 – hourly; 19.5 hrs/week (3:30 PM – 7:30 PM)

Location: Northeast Campus
1617 W. Williams Drive
Phoenix, AZ 85027

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.
- Assist the facilities and maintenance aide as it relates to building and campus PM assignments and other work as needed.
- Ability to perform general maintenance tasks and custodial duties.
- Maintain supplies and equipment (i.e., cleaning solutions, paper products, vacuum, mops, etc.) to ensure that availability of items required to properly stock facilities.
- Perform minor repairs and inspections on various items.
- Reports to campus administrator and facilities maintenance aide on major repairs or replacement of items needed, follow procurements procedures.
- Secure facilities and grounds to ensure minimal property damage, equipment loss and potential liability to the district.
- Be able to troubleshoot and assess repairs.
- Lift up to 60-pounds on a continual basis.
- Sets up chairs, tables and other furniture for meetings or other events as assigned by campus administrator or facilities and maintenance aide.
- Arranges furnishing and equipment to provide adequate preparations for meetings, classroom activities and special events.
- Assist other personnel with supporting them in completion of their work activities.
- Attend in service training (i.e. blood borne pathogens, first aid, etc.) for receiving information on new and/or improved procedures.

- 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:

- Ability to perform multiple, non-technical tasks with potential need to upgrade skills in order to meet changing job conditions.
- Ability to perform the functions of the job.
- Ability to perform basic math, including calculations using fractions, percent's, and/or ratios; understand written procedures, write routine documents and speak clearly and understand multi-step written and oral instructions.
- Ability to schedule activities, collect data and consider number of factors when using equipment.
- Ability to work under direct supervision using standardized procedures.
- Must be able to pass a fingerprint and background check.
- 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: TBD

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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