

**Job Title:** Facilities/Maintenance Aide – Northwest Campus (Currently 2 Positions Available)

**Supervisor:** Facilities and Maintenance Aide and Campus Administrator

**Employment Terms:** 12 Months

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

40 hrs. /week 6:00 AM-2:30 PM,

40 hrs. /week 11:30 AM-8:00PM

**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 related 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 procurement 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:**

**Application Procedure:**

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

Include:

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

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.

Facilities & Construction Maintenance Manager

**Revised 09/2020**