

Job Title: Facilities/ Maintenance Aide – Southwest 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: Southwest Campus
500 N Verrado Way
Buckeye, AZ 85326

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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