



## WESTERN MARICOPA EDUCATION CENTER | DISTRICT # 402

### Job Description

**Job Title:** Facilities and Maintenance Aide

**Supervisor:** Facilities and Maintenance Tech

**Terms of Employment:** 12 Months

**Salary Range:** \$16.00 - \$22.70 hourly

**Location:** Northwest Campus  
13201 W. Grand Ave.  
Surprise, AZ 85374

#### 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 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.

**Closing Date:** Open until Filled

**Start Date for Position:** May/June, 2017

**Application Procedure:**

Submit on-line application - [West-MEC.org](http://West-MEC.org)

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.