



## WESTERN MARICOPA EDUCATION CENTER | DISTRICT # 402

### Job Description

**Job Title:** Facilities and Construction Tech

**Supervisor:** Facilities and Construction Maintenance Manager

**Terms of Employment:** 12 months

**Salary Range:** \$16.76 - \$26.34 hourly (\$36,000 - \$56,000 yearly)

**Location:** Various Campus Locations

#### Essential Duties and Responsibilities:

- Provide back-up responsibilities for the Facilities and Construction Maintenance Manager 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.
- Be able to troubleshoot and assess all repairs and maintenance.
- Oversee the general maintenance of buildings and campus equipment.
- Assist with TI project and campus improvement project management as needed.
- Perform minor repairs on various items, example: electrical outlets/switches, ballasts, lights, doors, hinges, electric appliances and water heaters.
- Follow procurement procedures.
- Become knowledgeable in specialty systems for energy management and security system.
- Assist with District fleet maintenance management (including maintenance equipment, aerial equipment and forklift).
- Coordinate equipment repair, maintenance and inventory of District's equipment.
- Assist and coordinate with vendors to ensure maintenance plans and repairs completed in a timely manner.
- Assist and manage security and access management systems for employees and vendors.
- Assist with service contract management, scheduling and coordination.
- Travel between campuses when repairs are needed.
- Assist with Audio Visual system operation and repair.
- Participant in Culture of Safety Committee, Benefits Committee and Strategic Plan Vision Element II.
- Assist with the District's Emergency Response Plan implementation.
  - ✓ Development/Compliance/Training/State & Federal Reporting/Collaboration with State & City Law Enforcement Agencies
- Sets up chairs, tables and other furniture for special events, meetings or other events as assigned by supervisor.
- Be able to perform outside work activities in all weather conditions including summer heat.
- Climb ladders and perform roof inspection.

- Lift up to 100-pounds.
- Establish and maintain good rapport with students, staff and community.
- 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.
- Arizona driver's license required
- Ability to work independently
- Prior related work experience or training
- Be willing to work flexible schedule when required.
- Must pass a fingerprint clearance and background check

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

**Closing Date:** Open until filled

**Start Date:** TBD

**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.