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SAN CARLOS APACHE COLLEGE

HUMAN RESOURCES

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Job Posting

Maintenance Technician

POSITION TITLE: Maintenance Technician **VACANCY ANNOUNCEMENT #23-015**

WORK LOCATION: San Carlos Apache College, Main Campus in San Carlos, AZ

DEPARTMENT: Facilities

REPORTS TO: Facilities Manager

EMPLOYMENT STATUS: Regular Full-Time (Non-Exempt)

OPENED: August 17, 2023

DEADLINE: September 7, 2023

SUMMARY: The Maintenance Technician is responsible for the day-to-day cleaning and up-keep of all College buildings and grounds. Performs various duties such as: mopping, dusting, sweeping, trash pick-up, pruning, and raking. Promotes a clean and safe environment and the full range of maintenance duties associated with the facilities and/or repair.

Essential Responsibilities: Essential responsibilities and duties may include, but are not limited to the following:

- Ensure lights, heating and Cooling Systems are turned on/off after School Hours.
- Monitors and maintains materials, supplies, equipment, and/or other applicable inventory items in assigned area of responsibility; initiates the procurement of replacement items;
- Performs preventative maintenance activities to ensure efficient and effective operations;
- Sweep sidewalks, chop weeds and rake the college grounds, area Beautification.
- Empty all trash cans outside of the buildings.
- Dust and clean furniture, blinds, windows.
- Set up chairs and tables for college functions.
- Clean all microwaves and refrigerators.
- Performs other duties of similar nature or level.

- Communicate with leadership to determine their vision for the outdoor space. The duties include but are not limited to mowing lawns, trimming hedges, watering plants, and installing sprinkler and irrigation systems.
- Preparing outdoor areas for various weather conditions by weatherproofing, covering outdoor furniture with tarp, tying down unsecured items, etc.
- Responsible for cleaning roads, parking lots and walkways to ensure safety for students, faculty and visitors.
- The Maintenance Technician shall maintain gardens and lawns, including planting, fertilizing, weeding, soil conditioning, mulching and applying pesticides (if necessary).
- Shall trim trees and plants around the college and remove broken branches and debris as needed. Watering of all plants. Shall safely operate and maintain garden and landscape equipment such as; buffers, lawn mowers, trimmers, weed eaters, high pressure washers, etc.
- Responsible for scheduling specialty services such as ground leveling or patio installation. Disposes of biohazard materials accordingly.
- The Maintenance Technician is responsible for preparing necessary paperwork to order items and maintain records related to inventory and supplies.
- Assists in repairing and maintaining plumbing and/or irrigation systems and fixtures.
- Assists in minor repair and maintenance of HVAC systems.
- Assists in the minor repair of walls, ceilings and flooring systems using a variety of materials and methods.
- Safely operates a variety of hand and power tools and equipment including sprayers, saws, drills, planers, routers and sanders.
- Performs restorative maintenance on a variety of facilities and equipment associated with the construction trades.
- Assist in the installation, repair, and maintenance of electrical circuits and systems.
- Performs heavy manual labor.
- Coordinates with Facilities Manager to ensure buildings and grounds are kept within compliance as necessary by College.
- Perform all other duties as assigned.

Qualifications & Skills

- Knowledge of gardening techniques and products such as fertilizers and pesticides.
- Knowledge of sprinkler systems and other landscaping equipment.
- Knowledge of proper storing of equipment, materials, and supplies.
- Knowledge of basic grounds maintenance.
- Ability to use a variety of cleaning solvents and supplies.
- Ability to multitask and time management.
- Ability to operate lawn mowers, weed eaters, and small power tools.
- Ability to communicate effectively both orally and in writing.
- Ability to plan, organize and prepare required reports.
- Ability to maintain professionalism and a strict standard of confidentiality.

Physical Requirement: Must be in good physical condition to perform manual labor that include heavy lifting and using tools and equipment for extended periods of time. While performing the duties of this job, the employee is regularly required to stand, walk, sit, long periods of time; reach with hands and arms; hold grasp, and lift; climb or balance; bend, stoop, kneel, crouch, crawl, and stretch in confined space. Must be able to regularly lift and/or move fifty (50) pounds or more.

Education, Experience, & Requirements:

- ✓ High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.
- ✓ In addition to meeting the basic requirements above, candidates must have had one year of specialized experience. *Specialized experience is experience in maintenance, landscaping, general laborer, or in a job related field. Examples of the type of experience that will be credited are shown above under “Duties and Responsibilities”.*
- ✓ Driver's license required.
- ✓ Ability to pass a pre-employment background check
- ✓ Ability to pass a pre-employment drug and alcohol test

Compensation:

\$25,000 - \$35,000 annually

How to Apply:

- Please email an employment application and resume to samantha.alvarez-santi@apachecollege.org or hr@apachecollege.org, Samantha Alvarez-Santi, Human Resources Manager
Employment applications can be found on our San Carlos Apache College website
- The San Carlos Apache College follows our Native Hiring Preference Policy
- The San Carlos Apache College is an Equal Opportunity Employer