

Equipment Assistant - HVAC
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=122026>

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Posted Apr. 11, 2019, removed May 27, 2019

Job Title	Equipment Assistant - HVAC
Department	N/A
Institution	Mt. San Antonio College Walnut, California
Date Posted	Apr. 11, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/1436098

Apply By Email

Job Description

Equipment Assistant - HVAC

Position Number: 201314971

Department: Air Conditioning, Welding & Water Technology

Job Category: Classified Unit A

Time (Percent Time): 47.5%

Term (months/year): 12 months/year

Current Work Schedule (days, hours):

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Salary Range: A-81

Salary: Steps 1 - 6, \$2,095 - \$2,674 per month

Shift Differential:

Open Date: 04/05/2019

Initial Screening Date: 04/26/2019

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on April 26, 2019, are assured consideration.

Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. Two (2) letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. College and/or university transcripts showing the awarded/conferred degree (if applicable) are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

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College contributes \$10,946 toward annual premium for medical, dental, vision and life insurance coverage. Lifetime retirement benefits provided for eligible retirees.

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

*Note Salary and Health & Welfare Benefits are subject to change

Basic Function/Overview:

DEFINITION

Under direct supervision, assists in providing instructional support services for faculty and students of assigned program; prepares and sets up laboratory exercises, demonstrations, and instructional materials, equipment, and supplies; assists students and faculty in the use and operation of equipment and materials related to assigned program; assists in performing repair, maintenance, and modification work on equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Dean, Technology and Health. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is the entry-level in the equipment instructional support class series that is responsible for assisting in conducting a variety of instructional support activities to ensure student learning. Initially under close supervision, incumbents with basic maintenance and repair experience, learn a wide variety of program equipment, instruments, tools, and machinery.

Essential Duties/Major Responsibilities:

1. Checks tools and equipment in and out and issues to students; monitors, receives, stores, and maintains adequate inventory levels of tools, instruments, and equipment.
2. Assists in providing instructional support services for the assigned program; assists in instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, tools, machinery, and equipment.
3. Assists in building and maintaining specialized and technical laboratory projects, exercises, demonstrations, and instructional materials; monitors laboratory environment; organizes, arranges, stocks, and distributes materials, equipment, and supplies; assists in fabricating lab stations for classes.
4. Maintains, repairs, and troubleshoots broken machines, equipment, instruments, and tools, including computers, electronic and mechanical equipment, patient simulators, automated systems, engines,

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and other equipment pertaining to assigned program; ensures that all equipment, instruments, tools, and machines are in safe and operational condition.

5. Maintains accurate logs, reports, and records of work performed and materials and equipment used.
6. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
7. Performs other related duties as assigned.

Other Duties:

Performs other related duties as assigned.

Knowledge Of:

1. Terminology, techniques, equipment, and materials related to the assigned program.
2. Set-up, operation, demonstration, and maintenance of various tools, equipment, instruments, and machinery used in assigned program.
3. Principles, practices, methods, materials, and tools used in maintenance and repair of equipment, tools, systems, instruments, and machinery.
4. Basic methods, practices, and techniques of student learning and instruction.
5. Modern office practices, methods, and computer equipment and applications related to the work.
6. Record keeping principles and procedures.
7. English usage, spelling, vocabulary, grammar, and punctuation.
8. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills and Abilities:

1. Learn and explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to assigned program.
2. Learn and apply general methods and procedures for preparing course materials and laboratory exercises and demonstrations used in assigned program courses.
3. Assist students and faculty in the use and operation of equipment, instruments, tools, machinery, and materials.
4. Create an engaging positive learning environment.
5. Demonstrate proper use and maintenance of equipment, materials, and supplies used in assigned programs.
6. Read, interpret, and apply technical information from manuals, specifications, blueprints, and

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schematics.

7. Learn, interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
8. Maintain tools and equipment in a clean working condition providing for proper security.
9. Establish and maintain filing, record keeping, and tracking systems.
10. Organize own work, set priorities, and meet critical time deadlines.
11. Operate modern office equipment including computer equipment and software applications programs.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Understand scope of authority in making independent decisions.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/ Education & Experience:

Equivalent to an Associates degree from a regionally accredited college in electronics, computer science, building automation, aeronautics, or a related field, and one (1) year of experience in electrical, mechanical, or related maintenance and repair work.

Equivalencies:

Preferred Qualifications:

Associates degree from a regionally accredited college is preferred.

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and

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procedures

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; may be required to operate a motor vehicle to visit various District and meeting sites. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Hazards:

Conditions of Employment:

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to a \$500 maximum (per position recruitment). Relocation costs will be borne by the successful candidate. Travel reimbursement claims must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

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Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [url=mailto:employment@mtsac.edu]employment@mtsac.edu.

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the

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perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

We reserve the right to reopen, re-advertise, delay, or cancel filling this position.

To apply, visit [url=https://apptrkr.com/1436098]https://hrjobs.mtsac.edu/postings/7017

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Mt. San Antonio College

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