

Utility Maintenance Worker II
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237717>

Downloaded On: Jun. 29, 2024 12:15pm

Posted Jun. 14, 2024, set to expire Jun. 1, 2025

Job Title	Utility Maintenance Worker II
Department	Staff
Institution	Foothill-De Anza Community College District Los Altos Hills, California
Date Posted	Jun. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/5331666
Apply By Email	
Job Description	

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Utility Maintenance Worker II

HR EMPLOYMENT/CAREERS

Closing Date: 10/10/2023*

*Any complete applications received after the closing date will only be forwarded to the hiring committee at their request.

Salary Grade:C3-52

Starting Salary:

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\$5,977.28 (per month) plus excellent benefits

Full Salary Range:\$5,977.28 - \$7,960.87 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above. We are looking for two(2) Utility Maintenance Worker II.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

DEFINITION:

Under general supervision, the employee performs semi-skilled and/or skilled work in several trades in the maintenance and repair of buildings and equipment; including, but not limited to the following areas: (a) carpentry; (b) HVAC; (c) hardware; (d) electrical power systems; (e) plumbing; (f) fire/life safety systems; and/or (g) painting. A high degree of independent judgment and creativity is required to select from alternative solutions, materials, supplies and appropriate procedures.

Incumbents in this classification are assigned to work primarily in the trade of utility maintenance, but may also be assigned to assist other Plant Services personnel as needed.

DISTINGUISHING CHARACTERISTICS:

Utility Maintenance Worker I

This is an entry-level position in the Utility Maintenance Worker and work with some independence. Work may be assigned and supervised in such a way as to permit the performance of primarily routine

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duties with minimum opportunity for exercising independent judgment.

Upon evaluation and recommendation by the supervisor and final approval by the appropriate administrator, the employee may move to Utility Maintenance Worker II after completing two years of service as Utility Maintenance Worker I.

Utility Maintenance Worker II

This is a semi-skilled position in the Utility Maintenance Worker series and works independently or with others as required. Positions at this level require the exercise of initiative and a high level independent judgment.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general maintenance duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, forklift, etc.; will use ladders.
10. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the

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availability of materials required at job site. This may include travel on campus, between campuses or from suppliers to a campus location.

11. Coordinates with outside vendors for related work as needed, including but not limited to elevator contractors, glass vendors, roofing contractors, etc.
12. Performs other related duties as assigned.

Job Responsibilities

1. Maintains building systems and campus infrastructure systems; assesses condition of fixtures and parts; installs, adjusts, repairs and/or replaces parts; makes recommendations for the purchase of new parts and supplies including researching vendors for product procurement; works with other trades to complete a variety of projects; and provides information on repair and installation needs, as a technical resource, to other department staff.
2. Fabricates various items for the purpose of providing solutions for unique needs within the district (e.g. specialized cabinets, furniture parts, etc.).
3. Operates woodworking equipment and machines to saw, plane, drill or mortise lumber for needs within the district (e.g. doors, cabinets, shelves, molding, fixtures, etc.).
4. Installs furniture components, as well as classroom, office and facility components for the purpose of ensuring compliance with established regulations and/or maintaining facilities in a safe, comfortable and operating condition (e.g. door closers, chair rails, lockers, handrails, glass, restroom partitions, flooring, fixed seating, window screens and blinds, etc.).
5. Building envelope repairs including roofing work, window caulking and glazing, etc.
6. Exchanges information with management, maintenance, and other staff regarding ongoing and special maintenance projects, project priorities, and staffing and timelines required.
7. Performs routine inspections on a regular basis; checks, adjusts, and repairs furniture and fixtures for proper operation standards where possible, and may coordinate with campus FF&E Coordinators for replacement; and inventories, supplies, recommends; and/or executes the purchase of replacement supplies as needed.
8. Troubleshoots and coordinates repairs with other shops.
9. Makes emergency repairs and adjustments to plumbing equipment and apparatuses in school buildings, replacing broken pipe, cleaning plugged drains, flushing sewer lines, and replacing faucets, washers, and gaskets.
10. Makes roof repairs as required.
11. Makes electrical repairs such as replacing fuses, fixtures, ballasts, switches, electronic emergency exit signage; tapes exposed wiring; and maintains internal/external lighting systems including installation, servicing, testing and repairs.
12. Operates cardboard baler.

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13. Performs routine inspections for wheelchair lifts, maintaining the district log/records and conducts walks with state elevator inspector for all elevators and lifts.
14. Performs work in other trades as required.
15. Performs HAZMAT/safety inspections; maintains logs, records, and signs fire extinguisher tags.
16. Maintains equipment rooms, shops, vehicles and tools.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Methods, materials, tools, terminology, safety practices and equipment used one or more of the major trades (i.e. carpentry, HVAC, locksmith/hardware, electrical, plumbing, fire/life systems, and painting).
2. Safety factors in the operation of equipment and materials.
3. Applicable safety codes, ordinances and regulations in the area of primary responsibility.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Read and work from blueprints, technical manuals, charts and schematics.
3. Learn, apply, and assist in the major trade areas.
4. Maintain accurate records and reports on completed assignments.
5. Operate and maintain a variety of equipment and tools.
6. Understand and carry out oral and written instructions.
7. Observe safety requirements and safe work practices and methods as required.
8. Perform routine work involving moderate to heavy physical labor.
9. Establish and maintain cooperative work relationships.
10. Work independently and collaboratively with journey level employees.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

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2. **Utility Maintenance Worker I:** Equivalent to the completion of the twelfth grade **AND** Trade school courses desirable.
3. **Utility Maintenance Worker II:** Equivalent to the completion of the twelfth grade **AND** Completion of trade school courses or the equivalent.

License or Certification

Possession of a valid class C California driver's license.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Exposure to dust particles, chemicals and fumes.
4. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

APPLICATION PACKET

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity,

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equity and inclusion.

2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

For full-consideration, all required application materials must be included in your application packet and must be received by 11:59 pm on the closing date. We are unable to accept additional, non-required materials, such as reference letters.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html> . We cannot guarantee a response to application questions within 48 hours of the closing date.

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Permanent, 12-months per year

Work Schedule: Mondays to Fridays; 9:30 am to 6:00 pm with 30 min lunch.

Starting date:As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

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12345 El Monte Road

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Email: employment@fhda.edu

https://apptrkr.com/get_redirect.php?id=5331666&targetURL=

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1412?c=fhda>

Contact Information

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

Contact

Staff

Foothill-De Anza Community College District

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