

Crafts Maintenance Technician Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=241855>

Downloaded On: Jul. 23, 2024 7:18pm

Posted Jul. 23, 2024, set to expire Aug. 7, 2024

Job Title	Crafts Maintenance Technician
Department	Facil Plan & Plant Operations
Institution	Cabrillo College Aptos, California
Date Posted	Jul. 23, 2024
Application Deadline	08/07/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
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Job Description	

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Crafts Maintenance Technician

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2024-01834

Closing: 8/7/2024 11:59 PM Pacific

Location: Aptos, CA

Department:

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Facil Plan & Plant Operations

Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

This full-time, 12-months per year **Crafts Maintenance Technician** performs skilled craft maintenance, repair and construction of District buildings and facilities; maintains facilities in a safe and secure condition; coordinates with service contractors; oversees supplies and equipment inventory and ordering; and performs related duties as assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

COMPENSATION AND BENEFITS:

Starting Salary Range:\$5,699 to \$6,598per month; plus 5% annual increases up to step 7, maximum initial salary step placement on theclassified salary scheduleis step 4. Full-time (40 hours per week) assignment, 12 months per year. Monday through Friday, 7:00 a.m. - 3:30 p.m. with evenings and weekends as required.

Classified employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute 8% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued categorical funding and Governing Board ratification. Salary is subject to proration based on the beginning date of assignment. **Cabrillo is unable to sponsor work visas.**

Benefits: Our comprehensive benefits package includes medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an

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Employee Assistance Program. Please see the [Benefits link](#) on the HR webpage for more information.

Work-Life Balance:

This opportunity is a full-time assignment, months per year. [Classified employee benefits include:](#)

- Twelve (12) days vacation leave accrued annually; rate increases up to a maximum of twenty (20) days at year ten (10)
- Twelve (12) days of sick leave accrued annually, seven (7) of which can be used as Personal Necessity days annually
- Nineteen (19) paid holidays annually
- Five percent (5%) Longevity award annually after ten (10) years of service with increases to fifteen percent (15%) at twenty (20) years
- Professional Growth educational incentive program

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Maintains and repairs the infrastructure of buildings and facilities; responds to work order requests; reads, interprets and updates plans, blueprints and specifications; plans, designs, lays out and performs trade assignments.
- Performs a variety of regular-to-complex preventive maintenance and repairs on District buildings, facilities, parking lots and other infrastructure; performs skilled maintenance including plumbing, painting, carpentry, locksmithing and HVAC and electrical work; oversees demolition, complex framing and drywalling.
- Installs, diagnoses, repairs and replaces plumbing fixtures, flushing mechanisms, pipes, valves, seals, fittings and gaskets; utilizes appropriate tools to clean and clear clogged drains and obstructed sewer lines.
- Prepares and paints a variety of interior and exterior surfaces; applies wood finishes, stains and sealers; performs graffiti abatement; stripes curbs, streets and parking lots; performs masonry, concrete and asphalt repair.

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- Designs, fabricates and installs signage; performs ongoing upkeep and revisions to existing District signage; welds to repair signs, handrails, tables and fences.
- Performs basic electrical repairs including replacing, repairing and/or retrofitting outlets, switches, lights and ballasts; shuts off, resets and replaces breakers; assists electrician with maintenance and repair of motors, circuits, relays, panels and other major electrical repairs.
- Installs, repairs or replaces locks, handsets, latches, hinges and related hardware; cuts keys; repairs and tests building fire alarms and other security systems.
- Operates a variety of light-to-medium trucks and equipment, specialized hand and power tools and test equipment; maintains tools and equipment in effective and safe working condition.
- Estimates labor, materials and equipment needed for assigned maintenance projects; compiles and prepares cost estimates; monitors and ensures adequate inventory levels of equipment and supplies; researches and recommends equipment and supply purchases.
- Oversees and coordinates service contractors; may obtain quotes, estimates and timelines for contracted work; escorts contractors in buildings and facilities; conducts inspections of work performed for quality of service, adherence to plans/specifications and timeliness.
- Creates work orders, logs, checklists and reports; enters data into computers and appropriate systems.
- Oversees the safe and legal disposal of hazardous waste, chemicals and biological materials.
- Meets with supervisor to review work on a regular or semi-regular basis as directed.
- Completes daily activity reports as required.

OTHER DUTIES

- Coordinates maintenance activities with other departments and staff; responds to questions or complaints from user departments.
- Provides work direction to lower-level maintenance employees and student maintenance crews as assigned.
- May provide backup to pool technicians maintaining pool equipment and safety.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Performs related duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE

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Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- Graduation from an accredited vocational trade school or completion of an apprenticeship program, **AND** three (3) years of journey-level skilled maintenance experience in one or more building trades **OR**
- An equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Journey-level methods, practices, procedures, tools and materials used in plumbing, painting, HVAC, carpentry or electrical systems.
- Operations and organizational processes, procedures and techniques of a modern building and facilities maintenance organization at a community college.
- Operation of hand and power tools, equipment and vehicles common to several skilled maintenance and repair trades.
- Master lock systems and key making, when assigned.
- Applicable building and safety code requirements.
- Regulations and applicable laws regarding the use and disposal of various hazardous materials.
- Applicable federal, state and local laws, rules and regulations including applicable OSHA rules and regulations.
- Proper English usage including grammar, spelling and punctuation.
- Recordkeeping practices and techniques.
- Proper methods of storing equipment, materials and supplies.
- Shop and trades mathematics.
- Safety policies and work practices applicable to the work being performed.

Skills and Abilities to:

- Work independently with limited supervision.
- Perform skilled building maintenance and repair work applicable to multiple building trades

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- including plumbing, electrical, HVAC, carpentry, painting, locksmith and related areas.
- Estimate and ensure adequate resources to meet material, labor, equipment and time requirements.
 - Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
 - Safely operate and maintain a variety of maintenance equipment pertinent to building trades.
 - Coordinate and inspect contracted maintenance work.
 - Read, interpret and update blueprints, shop drawings and sketches of District infrastructure and systems.
 - Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
 - Prepare and maintain accurate records.
 - Communicate effectively, both orally and in writing.
 - Understand and follow written and oral instructions.
 - Operate a computer and use standard business software.
 - Establish and maintain effective working relationships.
 - Uphold the District's mission, values and objectives including equity and Guided Pathways.
 - Support an inclusive work environment that fosters diversity, respect and engagement.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments. A Class B license may be required in some assignments.
- Forklift certification must be acquired within 60 days of employment or promotion.
- First Aid/CPR-AED certification must be acquired within 60 days of employment or promotion.

LICENSES, CERTIFICATES AND OTHER DESIRABLES

- Electrical and/or plumbing certification is desired.

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Additional Information

Application Process:

1. Complete the application with a minimum of three (3) Professional References and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach all unofficial transcripts for college coursework completed, if applicable, displaying any degrees conferred (photocopies, scans, photos, and downloads are acceptable).

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters and letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation/demonstration may be a part of the interview, and finalists may be invited to return for a second interview. All

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notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes).

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4530145/crafts-maintenance-technician>

Contact Information

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

Contact

Facil Plan & Plant Operations
Cabrillo College



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