

Maintenance Worker Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=246317>

Downloaded On: Oct. 5, 2024 11:22am

Posted Oct. 3, 2024, set to expire Oct. 21, 2024

Job Title	Maintenance Worker
Department	Facil Plan & Plant Operations
Institution	Cabrillo College Aptos, California
Date Posted	Oct. 3, 2024
Application Deadline	10/21/2024
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
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Job Description	

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Maintenance Worker

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2024-01888

Closing: 10/21/2024 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 Maintenance Worker** position performs semi-skilled maintenance and repair of District buildings, facilities, vehicles and related equipment; learns and assists in skilled building maintenance and repair in plumbing, HVAC, electrical, carpentry and general maintenance; maintains facilities in a safe and secure condition; 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 2021, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (48%), 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.

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.

- Individually or as part of a crew, performs a variety of preventive maintenance and repairs on District buildings, facilities, parking lots and other infrastructure; assists journey-level maintenance personnel involved in the inspection, maintenance, servicing and repair of District facilities and equipment.

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- Constructs, assembles and installs benches, desks, tables and chairs; operates power saws, routers, planers, sanders, joiners and other woodworking equipment.
- Performs routine repairs on doors, windows and frames; repairs or replaces locks, handsets, latches, hinges and related hardware.
- Performs semi-skilled painting on a variety of interior and exterior surfaces; applies wood finishes, stains and sealers; performs graffiti abatement; assists with demolition, framing and drywalling.
- Safely operates welding equipment.
- Breaks and removes asphalt and pavement; digs, shovels, hauls and loads soils, dirt, sand, salt, gravel, cement, asphalt mixes and other materials; assists with concrete and asphalt repair.
- Installs signage; performs ongoing upkeep of existing District signage.
- May perform basic vehicle and equipment maintenance; lubricates vehicles, changes oil, filters and tires and performs safety checks; washes and fuels vehicles.
- Repairs and/or replaces plumbing fixture and bathroom hardware including urinal cartridges; repairs leaks; cleans and clears clogged drains and obstructed lines; assists in repairing water pipes and sewer lines.
- Performs basic electrical repairs including replacing/repairing outlets, switches and lights; assists electrician with maintenance and repair of motors, circuits, relays, panels and other major electrical projects; adjusts thermostats.
- May maintain and clean the swimming pool; monitors water temperature; checks chemical levels; adjusts or cleans pumps, motors, injectors and skimmers.
- Sets up and tears down chairs, tables, stages and other equipment for events and classes; moves furniture and equipment.
- Uses or operates a variety of hand, power and shop tools or equipment to perform basic carpentry, plumbing, painting, mechanical, masonry and concrete repairs; operates a light-duty truck and power washing equipment; properly loads and unloads tools and equipment; maintains tools and equipment in effective and safe working condition.
- Contributes to a trash-free campus by picking up loose trash and emptying trash cans as needed.
- Prepares work orders, logs, checklists and daily activity reports; enters data into computers when appropriate.
- Meets with supervisor to review work on a regular or semi-regular basis as directed.
- Completes daily activity reports as required.
- Safely disposes of hazardous waste, chemicals and biological materials, as directed.

OTHER DUTIES

- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural,

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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

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 high school or a GED program **AND** one (1) year of experience in building and facilities maintenance **OR**
- An equivalent combination of training and experience

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic repair methods, materials and equipment involved in the operation, inspection and maintenance of District buildings and facilities, including simple plumbing, carpentry, locksmithing, painting, welding and basic electrical work.
- Basic knowledge of boilers, HVAC, plumbing and electrical/mechanical systems.
- Operation of hand and power tools/equipment common to building maintenance and repair functions.
- Surface preparation techniques for paint application; appropriate painting techniques and methods.
- Applicable federal, state and local laws, rules and regulations including applicable OSHA rules and regulations.
- Safety policies and work practices applicable to the work being performed.
- Regulations and applicable laws regarding the use and disposal of various hazardous materials.
- Basic English.
- Basic computer operations.
- Basic custodial duties, including safe cleanup of biological spills.

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Skills and Abilities to:

- Respond to work orders and complete facilities maintenance assignments with limited supervision.
- Perform semi-skilled facilities maintenance duties including prioritizing work on campus facilities.
- Safely operate and maintain a variety of facilities maintenance tools and equipment.
- Read and interpret blueprints, shop drawings, manuals and specifications.
- Estimate time, materials and equipment required to perform assigned duties.
- Perform minor equipment repairs as assigned.
- Prepare and maintain basic records accurately.
- Operate a computer related to area of assignment.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- 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 and First Aid/CPR-AED certification must be acquired within 60 days of employment or promotion.

Additional Information

Starting Salary Range:\$4,050 to \$4,689 per month;plus 5% annual increases up to step 7, maximum initial salary step placement on the[classified salary schedule](#) is 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 up to 8% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued district funding and Governing

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Board ratification. Salary is subject to proration based on beginning date of assignment.

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

Application Process:

1. Complete the application and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
4. Attach unofficial transcripts for college coursework completed, if applicable, **displaying any degrees conferred** (copies, photos, and downloads are acceptable). Foreign Transcripts must be evaluated for U.S. equivalency at the applicant's expense -[click here](#) for more information

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 or 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 by accessing your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, official transcripts, 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/4663026/maintenance-worker>

Contact Information

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

Contact

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