

Maintenance Mechanic
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254671>

Downloaded On: Apr. 2, 2025 2:20am

Posted Mar. 21, 2025, set to expire Apr. 10, 2025

Job Title	Maintenance Mechanic
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Mar. 21, 2025
Application Deadline	04/10/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/6093241
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Job Description	

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Maintenance Mechanic

Closing Date: 04/10/2025

Definition:

The Department of Facilities is seeking a talented individual to fill the position of Maintenance Mechanic position.

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Under the direction of the Executive Director of Facilities Maintenance, the Maintenance Mechanic will perform routine maintenance tasks, including, but not limited to plumbing, lighting, painting, carpentry, and furniture repairs.

Applicants who possess the knowledge, skills and life experiences to address the cultural and educational needs of a diverse student population are encouraged to apply.

About the District

Santa Clara County, home of the Silicon Valley, is a world-renowned center for high technology and an important business and financial center. It is also the Bay Area's most populous county, with almost 2 million residents, and the site of California's third largest city, San Jose. West Valley and Mission Colleges serve an area of approximately 350,000 residents. The West Valley-Mission Community College District is one of the largest employers in Santa Clara County.

The West Valley-Mission Community College District is composed of two colleges: West Valley College in Saratoga and Mission College in Santa Clara. Together they enroll more than 10,000 students with diverse backgrounds. More than 1,500 faculty and staff work for the District, and our students appreciate our two colleges for our friendly staff and supportive atmosphere. The service area includes the cities of Santa Clara, Saratoga, Campbell, Los Gatos, Monte Sereno; and parts of San Jose, Cupertino, Sunnyvale, and Santa Cruz County.

Assignment:

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of June 2025. Schedule may change to include some evening or weekend hours, as needed. This position is a member of the West Valley-Mission Classified Employees Association (WVMCEA), Operations & Support Services Employee Unit.

Work Location: West Valley College, Saratoga, CA

This position may be assigned to either Mission College or West Valley College, or re-assigned from one College to the other.

Salary and Benefits:

Anticipated Hiring Range:

- \$7,504.58-\$8,207.67 monthly (WVMCEA Salary Schedule, Range 64, Steps A-C).

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Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

Minimum Qualifications:

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

- Education: Equivalent to the completion of the twelfth grade.
- Experience: Two years of responsible experience in carpentry, plumbing, or general maintenance functions.

AND

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.

Desired Qualification:

The ideal candidate will also demonstrate the following desired qualification(s):

- Plumbing experience related to commercial restrooms including fixtures, water lines, sewer, etc.
- Carpentry and painting experience in a commercial setting

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Knowledge and Abilities:

Knowledge of:

- Tools, materials, and terminology used in carpentry and plumbing.
- Safe work practices and procedures; applicable health and safety codes.
- Plumbing components such as layout connections, fittings, copper tubing, silver soldering.
- Basic math skills.

Ability to:

- Install, maintain, and repair a wide variety of fixtures and equipment.
- On a continuous basis, know and understand maintenance activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.
- Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders to repair or replace lighting components; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone; write and use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Interpret and work from sketches, drawings, plans, and blueprints.
- Read manuals, parts lists, work orders, and invoices.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Replace valves, fans, motor pumps, gaskets, filters, and belts. Install and repair ballasts, bulbs, and light fixtures.

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- Perform minor repairs and/or replacement of plumbing fixtures, valves, and other devices.
- Mount equipment to walls, floors and ceilings; attach brackets for earthquake safety.
- Inspect machinery to assure proper functioning, including checking pressures and temperatures; oil and grease machinery; and perform minor repairs, as required.
- Assemble office furniture, panels, and work spaces.
- Perform minor carpentry work as required to repair windows, doors, hardware, screens, and furniture.
- Repair drains, leaking windows, or roofs.
- Observe and report, through automated work order system, any and all defects, deterioration, and wear and tear on district facilities.
- Order needed materials.
- Communicate with users for scheduling and specific information needed; communicate with contractors on campus.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Working Conditions:

Other Duties:

Application Information:

Physical Demands:

Applicant Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts, if requested; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History,

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must be completed thoroughly.

- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Should the minimum qualifications state "any combination equivalent to," then additional relevant work experience may substitute for education. In this case, please upload a document stating such in the Required Transcripts document field.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 741-2564

Email: jobs@wvm.edu

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Selection Process:

SELECTION PROCESS INFORMATION:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The District **DOES NOT** provide visa sponsorship.

Special Instructions to the Applicant:

Posting Number: FY22/23-272FT

Open Date: 03/20/2025

Close Date: 04/10/2025

Open Until Filled: No

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com



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Contact Information

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

Contact

N/A

West Valley-Mission Community College District

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