

**FT Maintenance Mechanic
Cerritos College**

Direct Link: <https://www.AcademicKeys.com/r?job=256258>

Downloaded On: May. 20, 2025 5:32pm

Posted Apr. 28, 2025, set to expire May 22, 2025

Job Title FT Maintenance Mechanic
Department Classified
Institution Cerritos College
Norwalk, California

Date Posted Apr. 28, 2025

Application Deadline 05/22/2025

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

Apply Online Here <https://apptrkr.com/6176993>

Apply By Email

Job Description

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FT Maintenance Mechanic

Salary: \$67,529.28 - \$81,153.96 Annually

Job Type: Full Time

Job Number: Maintenance Mechanic-25

Closing: 5/22/2025 11:59 PM Pacific

Location: Norwalk, CA

Department: Maintenance Mechanic-25

Division: Facilities

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on May 22, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Facilities department is dedicated to the maintenance of the campus's physical environment. As the stewards of the buildings and grounds on our campus, Facilities is the single point of contact for all service and maintenance requests. Dedicated to providing superior service to our clients (students, faculty, staff, and the neighboring community), our staff evaluates and prioritizes customer service requests and works to ensure the highest standards of care and concern for the campus.

Summary

Performs general building maintenance work. Assists skilled maintenance staff in the performance of skilled maintenance work in the various construction and mechanical systems trades.

Distinguishing Career Features

The Maintenance Mechanic requires generalized experience in building maintenance, grounds, or advanced custodial work.

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Job Duties

Essential Duties and Responsibilities

Maintenance Mechanics are qualified to perform the following duties, although may concentrate on specific assignments or skill areas based on need:

- Participates with and assists in trades areas of carpentry, plumbing, painting, HVAC, electrical, painting, and other crafts as assigned.
- Services HVAC systems by inspecting and lubricating fans and motors, checking for leaks, overheating, and noises that indicate trouble. Calibrates sensors. Accesses remote, computer-aided energy management systems to adjust times and temperatures.
- Participates in installation of fans and fixtures requiring fabricating of sheet metal, soldering, and welding.
- Performs servicing and maintenance to fixtures. Makes plumbing adjustments such as unclogging toilets and sinks, tightening toilet seats, adjusting of drinking fountains, cleaning water jets to enhance flows.
- Assists in performing painting and varnishing of walls, doors, rooms, buildings, parking lots, and other surfaces. Prepares and finishes surfaces by scraping, using commercial paint removers, fills cracks and holes or sizing plaster walls. Applies paint, varnish, and other protective and decorative finishes to comply with District standards.
- Assists in constructing, fabricating, assembling, installing, repairing or replacing doors, walls, signs, desks, counters, shelves, shelf units, benches, bleachers, forms, frames, window frames, fences and stairways. Assists in the construction and remodel of temporary and permanent buildings and structures.
- Assembles, adjusts, sets up, and repairs furniture.
- Performs, repairs, and conducts maintenance on projects such as sidewalks and roadways, athletic field equipment, and classroom equipment.
- Glazes and fits windows.
- Refinishes furniture. Hangs wall coverings.
- May operate and perform minor servicing of light equipment including light tractors, skip loaders, forklift, and other labor saving devices.
- Assists in the installation and maintenance of roofs, baseboards, furniture, cabinets, shelving, bookcases, and bulletin boards.
- Assists in the resolution of specific mechanical problems.
- Accesses and retrieves work orders using the automated work order system. May enter time and materials information associated with the work performed on orders.
- Performs routine servicing on air-conditioning and heating systems. Changes filters and belts. Greases and oils bearings, motors, and compressors.

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- Ensures that secondary containers for cleaning and other products are properly labeled. Ensures that Material Safety Data Sheets (MSDS) for assigned area(s) are up to date.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications

Education and Experience

The position requires a High School diploma or equivalent and demonstrated skills in arithmetic, reading, and writing skills sufficient to understand safety instructions, read and document work orders, read plans and drawings, make measurements, plus 3 years of experience in the general maintenance and remodel of buildings, grounds, mechanical systems, or equipment.

Preferred Qualifications

- Vocational training or apprenticeships in building maintenance, equipment maintenance, or a related field.
- Demonstrated experience in maintenance areas, including rough and finish carpentry, commercial painting, framing, HVAC, locksmithing, electrical, and plumbing.
- OSHA certification
- Strong human relations skills to effectively work as a team member and provide excellent service to internal customers.
- Certifications in specific maintenance areas (e.g., HVAC, electrical, plumbing)
- Aptitude for diagnosing and solving maintenance-related problems efficiently.
- Excellent verbal and written communication skills for reporting and documenting maintenance tasks.

Supplemental Information

Knowledge and Skills

The position requires a basic knowledge of building, grounds or equipment maintenance, sufficient to perform routine maintenance and repair tasks. Requires knowledge of the use, maintenance and minor repair of the various tools and equipment used in building maintenance, remodel, and repair work. Requires basic knowledge of preventative maintenance techniques. Requires basic knowledge of the materials and methods used in one or more of the following areas: rough and finish carpentry techniques, commercial painting, window glazing and framing, HVAC, locksmithing, electrical, and

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plumbing. Requires working knowledge of safety rules and regulations. Requires sufficient arithmetic skills to compute distances and measures. Requires sufficient human relations skills to work as a cooperative member of a team and to serve internal customers.

Abilities

Must be able to work as a member of a crew and maintain harmonious work relationships. Must be able to perform at the semi-skilled level to complete routine maintenance tasks. Requires the ability to read, understand and interpret work schedules and drawings. Requires the ability to understand written and oral instructions. Must be able to make straightforward arithmetic calculations for distance, angle, and quantity. Requires the ability to work variable schedules to facilitate efficient project completion and special events. Requires the ability to observe safe work practices and handle hazardous materials according to accepted procedures. Requires the ability to maintain productive and cooperative working relationships with others.

Physical Abilities

Requires the ability perform work of an active nature; to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) heavy weights of up to 50 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb, stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

Licenses and Certificates

Requires a valid Driver's License.

Working Conditions

Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor and handling of medium-toheavy weight materials.

Salary/Fringe Benefits

Grade 34 on District Classified Salary Schedule (\$5,627.44 - \$6,762.83 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and

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employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a full-time, 12-calendar month classified position.

Hours of employment are: Monday thru Friday 7:00 am to 3:30 pm

Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be able to provide proof of California residency prior to employment.

** Please note - the District does not provide for immigration sponsorships such as H1B Visas.

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or

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facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

Transcripts and Foreign Degrees

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

1. Cover Letter
2. Resume/CV
3. Copy of High School Diploma OR Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4919235/ft-maintenance-mechanic>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

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

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Contact

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