



# Mesalands Community College Position Announcement

Updated: 01/25/24  
06/10/24

**MUST COMPLETE MESALANDS APPLICATION TO BE CONSIDERED**

<b>POSITION:</b>	MAINTENANCE CUSTODIAL TECHNICIAN
<b>FULL-TIME:</b>	FULL-TIME
<b>FLSA EXEMPT POSITION:</b>	NO
<b>START DATE:</b>	NEGOTIABLE
<b>LOCATION:</b>	ON CAMPUS
<b>SUPERVISOR:</b>	DIRECTOR OF FACILITY MAINTENANCE
<b>POSTED:</b>	06/10/24

## **JOB DESCRIPTION:**

Under general supervision, and in keeping with campus-wide sustainability efforts, performs maintenance and repair of custodial and select campus equipment, furniture and facilities; performs routine custodial work; and performs related work as required.

## **SCOPE:**

The Maintenance Custodial Technician performs preventative maintenance and custodial duties in and around campus facilities; troubleshoots, performs minor to moderate repairs and responds to emergency calls for service; implements setup and takedown for a wide variety of campus and community events; works closely with employees and the public to meet the custodial needs of the area; and resolves problems to ensure efficient and safe operations in assigned areas.

## **DISTINGUISHING CHARACTERISTICS:**

The Maintenance Custodial Technician has broad responsibilities and is distinguished from the Custodian by the equipment and moderate facility maintenance and repair work performed. The Maintenance Custodial Technician may be required to work at any campus location. This classification may assume the lead role for event set-up, department moves and special projects, may purchase supplies and parts applicable to their tasks, and may assist skilled maintenance workers as needed.

## **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Diagnoses, troubleshoots and repairs minor to moderate plumbing and electrical problems; maintains automatic electric doors; replaces a variety of light bulbs, fluorescent tubes, ballasts and lighting accessories in areas of confined space.
2. Performs routine custodial work such as: vacuuming, shampooing and spot cleaning carpets; removing trash in accordance with established procedures; cleaning, disinfecting and stocking paper and supplies in restrooms, locker rooms, and other facilities as required.
3. Services and maintains equipment in the Custodial Department; performs electrical and mechanical repairs on Custodial equipment.
4. Schedules, coordinates, directs and performs routine and comprehensive custodial maintenance of assigned facilities.
5. Reports and responds to emergency calls for custodial assistance.
6. Prepares sites for special campus events; sets up and takes down furniture and equipment for a wide variety of campus or community events.

## **KEY DUTIES AND RESPONSIBILITIES – Continued**

7. Participates in set-ups and moves of offices by disconnecting and reinstalling safety devices before and after move.
8. Repairs, maintains and installs furniture and select equipment for general student and staff use; may reconfigure modular office furniture systems to meet individual ergonomic needs.
9. Performs minor to moderate graffiti removal.
10. Installs classroom equipment such as shelving, maps, chalkboards, boards; paints workspaces after a move or relocation as requested.
11. Maintains inventory and submits written requests for supplies; tests and evaluates new supplies and equipment.
12. Purchases supplies and parts for equipment and furniture requiring repair.
13. Operates power equipment such as forklifts, carpet extractors, pressure washer, hand and power tools and campus vehicles.
14. Performs preventative maintenance in and around facilities.
15. Assists skilled maintenance workers as needed.
16. May direct the work of short-term, non-continuing and student employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Identify and perform repairs to equipment and facilities; work with pesticides; safely dispose of hazardous materials; identify stains and use proper chemicals for their removal; operate manual and power equipment; respond to emergencies related to facilities and determine appropriate response; prioritize multiple requests for service; work effectively in and around the public; perform physical labor; understand and carry out oral and written directions; serve as a lead worker; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

Basic maintenance and repair of related custodial equipment; repair and maintenance of equipment, furniture and fixtures in a safe and thorough manner; methods of maintaining, cleaning and preserving a variety of surfaces; proper use of a wide range of chemicals according to state and federal regulations; handling and disposing of hazardous materials and blood borne pathogens with care; computer software programs including e-mail and service request systems; and general ADA facility requirements.

### **MINIMUM QUALIFICATIONS:**

Candidates/incumbents must meet the minimum qualifications as detailed below:

#### **Education:**

Graduation from high school or equivalent diploma.

#### **Experience:**

Demonstrated experience in facility maintenance, custodial maintenance, or any combination of (preferred).

## **EMPLOYMENT STANDARDS – Continued**

### **LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or campus vehicle while conducting campus business. Must possess a valid New Mexico's driver's license and an acceptable driving record.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Routinely required to work under inclement weather conditions.

### **Closing Date:**

The position is open until filled.

### **To Apply:**

Applicants must submit:

- 1) Resume
- 2) Complete Mesalands Community College Employment Application

References and former employers will be contacted. Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed.

Use the following link to complete the Mesalands employment application.

Mailed or fax applications will not be accepted.

Use the following link to complete the Mesalands Community College Employment Application.

**<https://www.mesalands.edu/faculty-and-staff/employment/>**

### **Non-Discrimination Statement:**

Mesalands Community College (MCC) is committed to creating and sustaining a community that celebrates individual differences and diversity. We are dedicated to improving access to equal opportunities to all persons. MCC is dedicated to eliminating discrimination and prohibits discrimination against any person based upon their race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, pregnancy, childbirth, condition related to pregnancy or childbirth, physical or mental disability, serious medical condition, or veteran status in violation of the law, in its educational programs, activities or employment.