

Northland Pioneer College

Position Description

JOB TITLE: Maintenance I	Classification: Non-exempt	LOCATION: District-wide Work Designation: OS
MANAGER/REPORTS TO: Facilities Supervisor	OVERTIME ELIGIBLE: YES X NO	# OF DIRECT REPORTS:

GENERAL STATEMENT OF RESPONSIBILITIES: To maintain the facilities in a condition of operating excellence to ensure their full educational use at all times. Under close supervision, performs maintenance, repair and replacement of College facilities. Daily assignments given under the direction of the Facilities Supervisor. Driving between College locations to complete work assignments. Taking the initiative to complete tasks in a timely, safe and professional manner. Learn the current NPC facilities processes and find solution to facilities problems.

PRINCIPAL DUTIES: (*essential functions*)

1. Works 40 hours a week actively engaged in Facilities related tasks and projects.
2. Performs general maintenance and repairs such as electrical, plumbing, carpentry, painting, concrete, drywall and custodial duties related to facilities projects.
3. Performs landscaping, grounds keeping, irrigation and parking lot maintenance.
4. Reports major repairs and damaged property to Facilities Supervisor.
5. Assures equipment is maintained in good mechanical condition by performing regular maintenance, and notifying Facilities Supervisor of any problems.
6. Maintains assigned work vehicle and all hand tools assigned to employee.
7. Assists with complete preventive maintenance/obsolescence program with accurate record keeping for all units and equipment.
8. Troubleshoots defective equipment, and repairs/replaces as directed.
9. Assists with American Disabilities Act (ADA) compliance and over-all safety of facilities.
10. Complies with EPA, OSHA, ADOT and all other federal, state, city and district inspections and requirements.
11. Responds to emergency/non-emergency calls after hours and weekends.
12. Carries college phone and willing to respond to after-hour calls.
13. Works mandatory weekend activities such as commencement and Pedal the Petrified.
14. Snow and ice removal during winter months, operating of snow equipment and hand tools as needed.
15. Completes training required for college employment and comply with Facilities SOP (standard operating procedures).
16. Performs other duties within the Facilities department as assigned.

The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbent may be assigned other duties, and the essential functions may change from time to time as necessary.

Standard Competencies:

COMPETENCIES	DESCRIPTION	PROFICIENCY
Facilities & Maintenance	General knowledge of electrical, plumbing, carpentry, masonry and general remodeling as well as power tools and small hand tools. Proper use and operation of light and heavy grounds and maintenance equipment. General verbal and written skills. Ability to read and comprehend the English language in order to read and understand written information and to understand verbal directions and instructions. Ability to perform basic mathematics functions.	Basic
Safety Requirements	Be aware of hazards within immediate surroundings. Adhere to all departmental and college policies and procedures. Refer to Facilities SOP (standard operating procedures)	Basic
Physical	Ability to perform the following physical requirements of the position with or without reasonable accommodation: Must be able to lift more than 50 pounds, climb ladders, crawl, kneel, and use hand, mechanical, and electrical tools effectively. Critical sensory requirements include general vision (corrected to 20/20), distinguishing color, hearing or listening in the normal range (corrected), and speaking and giving directions. Other essential sensory abilities include taste, smell, and touch. Ability to work in occasional adverse weather conditions.	Basic
Technology	Ability to proficiently use Microsoft Office Products:(i.e. Word, Excel, Outlook, PowerPoint) Adobe Products: (Docu-Sign/E- Sign), Google Applications (Drive), Zoom, WebEx, and various other Microsoft 365 programs.	Basic
Communication	Ability to communicate effectively with faculty, staff, and the general public. Excellent intrapersonal skills.	Intermediate
On-call on nights and weekends	Responds to emergency/non-emergency calls after hours and weekends. Carries college phone and willing to respond to after-hour calls.	Mandatory Excellent

	Works mandatory weekend activities such as commencement and Pedal the Petrified.	
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Basic
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time.	Intermediate
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Basic
Continual Improvement	Ability to seek opportunities for professional growth.	Intermediate
Action Oriented	Ability to make decisions and take the initiative action.	Intermediate
Confidentiality	Ability to maintain confidentiality.	Basic
Driving college vehicles	Ability to drive work trucks, equipment, landscaping equipment and lifts. Ability to pull a trailer, backup a trailer, tie down and securing a load.	Excellent

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent
- Minimum two years of experience in general maintenance or related field.
- Minimum two years of demonstrated successful Facilities experience.

PREFERRED QUALIFICATIONS:

- Associate's degree in construction or related area and three years' experience in general maintenance.

REQUIRED LICENSES/CERTIFICATIONS:

- Valid driver's license.

BENEFITS:

Based on College Procedure employees may be eligible for up to:

- Single Coverage Medical Insurance
- Optional Employee Pay Dental/Vision Insurance
- 4 Personal Days (after 6 months of their probationary period)
- 12 Holiday Days
- 5 Days of Spring Break Leave
- 10-20 Days of Annual Leave (depending on service length and after 90 days of employment)
- 18 Sick Days that can accrue up to 130 Days
- Professional Development Opportunities

- Arizona State Retirement System membership
- Life Insurance
- Long-Term Disability Insurance

Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Chief Human Resource Officer, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (928) 524-7471. The Section 504 Compliance Officer is the Coordinator of the Office of Accessibility and Inclusion, 1611 S. Main Snowflake, AZ 85937, (928) 536-6246. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Based on Policy #1540; Revised 02/21