Position Description:
Under the direction of the Director of Facilities, Operations, and Asset Management, perform a variety of journey-level duties related to new construction, remodeling and maintenance to District buildings, structures and other facilities; perform construction, maintenance and repair of District facilities, equipment and machinery; perform semi-skilled to skilled maintenance duties in trade areas outside of area of specialty; assist in the purchasing of supplies and equipment and maintain records related to work performed.

Representative Duties
- Perform journey-level construction, maintenance and repair in one or more of the building or construction maintenance trades including plumbing, electrical, carpentry, locksmithing, painting, and concrete; perform semi-skilled to skilled maintenance duties in trade areas outside of area of specialty.
- Design, install, repair and maintain new and existing heating, boilers and air conditioning equipment and related systems; check boilers for proper operation, run tests and adjust water chemistry; repair and replace fittings and accessories; troubleshoot and repair pneumatic and electric control circuits, relays, transformers, alternators, generators, switches, pumps, thermostats and related equipment; change filters and lubricate fans and more bearings and perform other related preventive maintenance work.
- Design, install, repair, maintain and perform preventive maintenance to new and existing plumbing fixtures, water and gas lines, and waste disposal systems; cut, thread and replace water pipes; install and maintain toilets, sinks, drinking fountains, water heaters and new water lines; replace defective parts in plumbing fixtures and systems.
- Perform emergency repairs and adjustments to plumbing equipment including repairing broken pipes, cleaning plugged drains, replacing washers, faucets and valves, cleaning grease traps, and unplugging sewer lines.
- Prepare, set, maintain and repair cement, linoleum, tile, mastic, wood floors, and asphalt paving.
- Design, install, inspect, repair and maintain new and existing electrical and lighting components and systems, such as power circuits, single and three phase motors, appliances, generators, breaker panels, inter-communication systems, and other electrical equipment; install new wiring, plugs, raceways, receptacles, conduits, lights and circuit breakers; adjust and repair electrical equipment; test electrical systems and assure compliance with applicable building codes and safety regulations.
- Refinish furniture, cabinets and other wood items; install wall paneling and wall partitions; install cabinets and shelves; construct walls and hang doors.
- Perform locksmithing duties; maintain and lubricate locking mechanisms; repair door locking mechanisms and lockers; cut new and replacement keys.
- Prepare surfaces for painting; mix and apply paint to match or cover walls, ceilings, and other surfaces; perform touch-up painting; paint various surfaces; erect, rig and move scaffolding and platforms.
- Prepare time, labor, materials, and cost estimates for work to be completed; order parts and supplies according to established procedures.
- Operate a variety of equipment, machinery and hand and power tools including trucks and other vehicles, flow meters; refrigeration test equipment; gauges, meters, saws; pipe cutter and threader, trencher; pneumatic tools and other hand tools and equipment.
- Prepare and maintain work orders and records related to work performed.
- Perform water chemistry tests on pools; adjust and add chemicals to maintain safe operation.
- Communicate with administrators, skilled maintenance personnel, contractors and others concerning construction, maintenance and repair issues.
Perform related duties as assigned.

**QUALIFICATIONS:**
- Any combination equivalent to graduation from high school supplemented by completion of an apprenticeship program in a maintenance trade.
- 3 years of HVAC experience.
- Previous experience with design, installation, repair and maintenance of new and existing heating, boilers and air conditioning equipment and related systems, *highly desirable.*
- A valid California driver’s license.

**CONDITIONS OF EMPLOYMENT**
Regular, full-time, 12 months per year classified position. **Hours:** Tuesday-Saturday 8:00am-4:30pm. Salary range 32 on L39 salary schedule: $4,077 to $4,955 (5 Steps); District provides health benefits, which currently consist of full medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents. District-assisted life, accident and income protection insurance is provided for the employee only. Must become a member of the International Union of Operating Engineers Stationary Local No. 39 (L39) and the Public Employees’ Retirement System (PERS).

**APPLICATION PROCEDURE**
The following items must be received in the Human Resource Office by the final filing date in order to be considered in the initial screening:

1) A completed Hartnell College classified application.
2) A resume.

Application materials may be downloaded from the hartnell website or obtained at the Human Resources Office. All materials submitted in the application packet are for this position only and become the property of the District. The materials will not be returned or considered for any other openings.

**SUBMIT APPLICATION MATERIALS VIA FAX, EMAIL OR IN PERSON TO:**

Hartnell Community College District  
Human Resources and Equal Employment Opportunity  
411 Central Avenue  
Salinas, California 93901  
(831) 755-6706  
Fax: (831) 755-6937  
Email: work@hartnell.edu

Applications available on our website at:  
[http://www.hartnell.edu/employment-opportunities-classifiedsupport-staff](http://www.hartnell.edu/employment-opportunities-classifiedsupport-staff)

Equal Opportunity Employer