



## MESALANDS COMMUNITY COLLEGE

### Position Announcement

<b>POSITION:</b>	Maintenance Technician (3 Available Positions)
<b>FULL-TIME/PART-TIME</b>	Full time
<b>FLSA EXEMPT POSITION:</b>	No
<b>POSTED:</b>	March 21, 2022
<b>START DATE:</b>	Immediate
<b>LOCATION:</b>	On campus
<b>SUPERVISOR:</b>	Maintenance and Custodial Supervisor
<b>HOURS:</b>	M-Th, 10 hrs/day, Overtime or other days may apply

#### **Summary:**

Mesalands Community College is seeking qualified applicants for this full-time position. This person performs a variety of skilled and semi-skilled maintenance tasks related to the upkeep and operation of the buildings on campus. Applicants should demonstrate evidence of a career that includes flexibility and willingness to change, open mindedness, fairness and the ability to see multiple perspectives, and the willingness to accept responsibility for professional and personal growth. Must be able to work in hot, cold, wet, windy and/or dusty environments. Must be able to bend, crawl, work in tight and confined spaces, climb ladders, operate lift equipment, and lift 100 lbs.

#### **The Maintenance Technician is accountable for the following duties:**

1. Cleans and polishes lighting fixtures, marble surfaces, and trim
2. Cleans rooms, hallways, lobbies, lounges, rest rooms, and other work areas
3. Uses proper disinfectants to control odors and germs
4. Sweeps, scrubs, waxes, and polishes floors
5. Vacuums rugs and carpeted areas
6. Cleans rugs, carpets, upholstered furniture and draperies
7. Dusts furniture and equipment; polishes metalwork
8. Washes walls, ceilings, woodwork, windows, mirrors, door panels and sills
9. Empties wastebaskets and empties and cleans outdoor ashtrays
10. Transports trash and waste to disposal areas
11. Replenishes restroom supplies
12. Replaces light bulbs
13. Cuts and trims grass
14. Shovels snow and spreads deicing materials
15. Transports equipment or tools
16. Sets up tables and chairs in classrooms, other facilities and special event sites
17. Inspects facility for needed repairs and reports to supervisor
18. Performs grounds-keeping duties as assigned by supervisor
19. Assists in the maintenance of equipment and facilities when required

20. Available to work evenings and weekends.
21. Available to work special events
22. Performs other duties as assigned

### **Qualifications**

**Minimum Qualifications:** The successful candidate must meet the following criteria:

- High school diploma or equivalent required.
- Valid New Mexico driver's license required.
- Any combination of education, training and experience in custodial duties totaling six months is required.
- Knowledge of cleaning methods and practices; of cleaners, supplies, and equipment; of safety rules. Willingness to obtain chemical application permit at College's expense.

### **Language skills:**

Ability to read and follow written instructions and communicate effectively.

### **Mathematical skills:**

Ability to perform basic mathematical functions. Ability to mix cleaning agents, pesticides and fertilizers.

### **Reasoning ability:**

Ability to follow safety rules and avoid improper mixing of cleaning agents, pesticides and fertilizers.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to walk, stand, sit, climb; use hands to handle or feel objects, tools, and controls; reach with hands and arms, climb ladders, push or pull objects; stoop, kneel and lift; and talk and hear.

The employee must regularly lift and/or move up to 100 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually low to moderate, but can occasionally be high. Jobs performed inside and outside and may be in inclement weather. The employee may be exposed to various hazards such as infectious diseases, chemicals, fumes, heights, power equipment, and icy surfaces. Work may be performed at odd hours.

### **About Mesalands Community College:**

According to CNBC, Mesalands is the 9<sup>th</sup> best community college in the nation and is organizationally active with the American Association of Community Colleges, American Community College Trustees, and the League of Innovation as well as a number of state and local organizations. MCC is ranked in the top 2.9% of all community colleges in the US, 11th most affordable community college in the US, and 2nd best community college in New Mexico. Mesalands is fully-accredited by The Higher Learning Commission and the MCC staff includes members of the HLC Peer Review Corps.

Mesalands Community College is in Tucumcari, New Mexico nestled among the beautiful mesas of eastern New Mexico on Interstate 40 between Albuquerque, NM and Amarillo, TX and along historic Route 66. Outdoor opportunities abound with lakes, hiking, and mountains. Historic Tucumcari is a small, rural, affordable town with mid last century accents, top ranked local restaurants, and a small-town friendly charm. Mesalands is a small comprehensive community college where everyone works as a team for student success and access and is a residential institution attracting, not only local students, but students from across the nation and abroad. MCC is home of the North American Wind Training and Research Center, the Center for Innovation for Renewable Energy (wind, solar, and stored energy), the wind energy training program is ranked in the top 3 in the nation, the agricultural programs are ranked in the top 10 in the nation, a vibrant paleontology program, ranked 3<sup>rd</sup> nationally, hosts the Mesalands Dinosaur Museum of finds from local excavations. In addition to a range of associate of arts degrees, ideal for transfer, MCC offers numerous occupational/technical associate of applied science degrees in a wide range of areas including cowboy arts, silversmithing, agribusiness, Farrier, and ranch sciences embrace the southwestern culture. MCC hosts the Mesalands University Center where, through partnerships with Universities, students may begin at Mesalands, earn a microcredential, certificate, or degree, and transfer on-campus into the University Center where they may complete bachelors, masters, and doctoral degrees without leaving the Mesalands campus. Mesalands is a member of the NJCCA Athletic Conference for golf and cross country and NJCCAE for eSports. MCC is the proud home of nationally-ranked rodeo. MCC is a Hispanic Serving and Rural Serving Institution, a member of Excelencia in Education, Hispanic Association of Colleges and Universities, and a leader in student success and access through guided pathways.

### **Closing Date:**

The position is open until filled with first review of applications will begin immediately.

### **To Apply:**

Applicants must submit: 1) a cover letter; 2) a resume; 3) a completed Mesalands Community College Employment Application; 4) evidence of a high school diploma or high school equivalency completion. 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.

Mailed or fax applications will not be accepted. Use the following link to complete the Mesalands Community College Employment Application and attach required documents.

<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