



LAKE TAHOE COMMUNITY COLLEGE DISTRICT

POSITION ANNOUNCEMENT

FACILITIES & MAINTENANCE TECHNICIAN MAINTENANCE & OPERATIONS

Lake Tahoe Community College District announces an opportunity to work in the Maintenance and Operations department. Under the direction of the Director of Facilities, perform maintenance and repair work in a variety of skilled trade areas: HVAC, electrical, plumbing, carpentry, and energy management monitoring. The Facilities and Maintenance Technician performs a variety of maintenance and repair on all physical plant facilities and grounds.

Hours are expected to be Tuesday-Saturday, shifts generally within the day time; however, days and hours may vary according to the needs of the program. This is a full-time (40 hours per week), non-exempt position.

A. APPLICATION PROCEDURE

Send the following materials to Human Resources:

1. District Application Form. (The job packet is available on our website at www.ltcc.edu/jobs.)
2. Cover letter
3. Resume
4. Demographic Survey (optional)

Note: The District will only consider materials listed above in the selection process, any additions to the application packet will be discarded.

Applicants may be required to submit official transcripts upon offer of employment. Every effort should be made in the application to demonstrate the applicant's ability to meet the qualifications listed for the position.

DEADLINE FOR APPLICATIONS

All applications must be received **by noon on Monday, July 24, 2017** to be considered for this opening. LTCC reserves the right to reopen the position or extend the deadline if an adequate applicant pool is not received.

B. SELECTION PROCEDURE

After reviewing applications, those applicants judged most suitable for the position will be invited to initial interviews. These applicants will be notified by phone on or about **Tuesday, August 1, 2017**. Interviews are tentatively scheduled for **August 15 & 16, 2017**. Meeting the minimum requirements does not guarantee an interview.

START DATE

Preferred start date is September 11, 2017, or as soon as mutually agreed.

C. COMPENSATION

Starting Salary: \$3,358 to \$3,709 monthly
 \$19.38 to \$21.40 hourly

Salary will be based upon approved range 29 and step placement subject to experience and education.

The District provides a comprehensive benefit program for employees and their families as well as membership in the Public Employees Retirement System (PERS). Most benefits apply to employees and dependents.

D. THE COLLEGE

Lake Tahoe Community College (LTCC) is an evolving, dynamic, California community college in South Lake Tahoe. The waters and surrounding forests of Lake Tahoe are a national treasure, and the LTCC campus, featuring 164-forested and creekside acres, is a microcosm of the region's natural beauty. Located 6,229 feet above sea level, LTCC is Northern California's highest altitude college. This enthusiastic college community serves students from the bi-state, multi-jurisdictional watershed, including students from neighboring Nevada communities.

The progress and stability of Lake Tahoe Community College are rooted in an institutional commitment to student success and constant efforts to realize opportunities related to the region's unique geography and history. LTCC currently offers 21 associate in arts degrees, 13 transfer degrees (AA-T and AS-T), 32 certificates, and 21 short-term departmental certificates. Students planning to transfer to a four-year university have a wide variety of options, as LTCC offers the equivalent of the first two years of a four-year university program. In addition to the quality programs for traditional students, LTCC has expanded its career and technical education offerings and innovative summer programs. The Intensive Spanish Summer Institute (ISSI) draws approximately 500 students from across the United States for a one-week immersion experience in Spanish language and culture. LTCC's regionally accredited Fire Academy prepares students for Firefighter I certification in California.

LTCC, a single-college district, is widely recognized as the hub of culture and education for the surrounding community and is working toward its vision of becoming "*California's premier destination community college.*"

LTCC currently serves approximately 5,971 credit and non-credit students each year who enroll in courses for transfer preparation, career and technical education, and foundational skills.

As an open-door institution, LTCC strives to minimize the barriers to college participation for those within and outside of its service area. Ensuring access to higher education is central to the core mission of LTCC:

OUR MISSION

Lake Tahoe Community College serves our local, regional, and global communities by promoting comprehensive learning, success, and life-changing opportunities. Through quality instruction and student support, our personalized approach to teaching and learning empowers students to achieve their educational and personal goals.

Originally granted full accreditation in January 1979, LTCC's accreditation status has been maintained through the regular process of self-evaluation and review by the Accrediting Commission for Community and Junior Colleges (ACCJC), with the latest reaffirmation in February 2013. The University of California, the California State Universities, and other accredited colleges and universities give full credit for equivalent and transferable courses satisfactorily completed at Lake Tahoe Community College.

Thanks to our community, LTCC has an opportunity to revitalize the campus. A \$55 million General Obligation Bond (Measure F) was passed in November 2014. The bond is supporting LTCC renovation and modernization (classrooms, laboratories, and technology), leveraging state capital outlay and scheduled maintenance funding. In addition, the community support of the bond inspired a generous donation from a longtime Tahoe resident, providing for the construction of the Lisa and Robert Maloff University Center. With this exciting new University Center, access to upper-division level educational opportunities and academic support services are made possible through partnerships with other institutions. LTCC is currently in talks with several regional colleges and universities toward the objective of providing collaborative baccalaureate and graduate programs, providing a local gateway to a four-year degree.

E. LAKE TAHOE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

F. SPECIAL ACCOMODATIONS

If you are in need of special services or facilities due to a disability in order to apply or interview for this position, please call the office Human Resources at 530-541-4660, ext. 226.

NOTE: All persons hired by Lake Tahoe Community College are required to prove employment eligibility in compliance with the Immigration Reform and Control Act of 1986, obtain a current tuberculosis clearance and submit to a criminal history background check prior to beginning work.

SEND ALL INFORMATION AND INQUIRIES REGARDING THE HIRING PROCESS TO:

Human Resources
Lake Tahoe Community College District
One College Drive, South Lake Tahoe, CA 96150
(530) 541-4660, ext. 226; *FAX: (530) 541-8611*
humanresources@ltcc.edu

All inquiries are considered confidential.



CLASSIFIED EMPLOYMENT INFORMATION

1. A completed District application form must be submitted for each position. To ensure being considered for a classified position with Lake Tahoe Community College, candidates must submit all materials requested in the vacancy announcement by the deadline date. Submission of requested materials is the candidate's responsibility.
2. Candidates wishing to apply for more than one position must submit duplicated materials for each position.
3. If a particular test is being given for the position, you will be notified of the testing time and place.
4. Interviews are held on the campus where the position is located. A second interview may be required of top candidates.
5. In the interview, consideration will be given to various factors, including, but not limited to, education, experience, personal development, ability to work with others, initiative and sensitivity.
6. Travel costs related to the interview or testing will be at the expense of the candidate.
7. The District reserves the right to investigate past employment records of any candidate.
8. The District reserves the right to re-advertise a position or to delay indefinitely the employment of a person for a position if it is deemed by the District that applicants for the position do not constitute an adequate affirmative action recruitment pool.
9. Applicants will be notified when the position is filled. The District does not return to the candidate materials submitted an application for the position. Applications are kept in our file for a period of one year.
10. As required by the Affirmative Action policy of Lake Tahoe Community College District, the Human Resources Department is required to maintain a file that will yield the composition of the applicant flow by minority group and sex. A form will be provided for this purpose. Completing and returning the form is on a voluntary basis by the candidate. If returned, the form will be kept separate from the application and placed in an Applicant Flow File. This information will not be used as a part of our screening process.
11. Lake Tahoe Community College District is an Equal Employment Opportunity Employer.

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

Facilities and Maintenance Technician

Class Title: Facilities and Maintenance Technician
Bargaining Unit: Classified Employee Union
Range: 29

Definition:

Under the direction of the Director of Facilities, perform maintenance and repair work in a variety of skilled trade areas: electrical, plumbing, carpentry, HVAC, and energy management monitoring.

Distinguishing Characteristics:

The Facilities and Maintenance Technician performs a variety of maintenance and repair on all physical plant facilities and grounds.

Representative Duties:

- ❖ Perform general maintenance for district facilities as requested; complete work orders from departments; maintain facilities in a safe manner; work with and inspect buildings and grounds with subcontractors and fire and safety personnel.
- ❖ Perform a variety of maintenance and repair duties for college equipment, facilities and grounds; perform carpentry tasks such as framing walls, roofs and partitions; remodel existing structures; hang doors; install windows; build cabinets and shelving; tape and finish dry wall, and paint. Repair furniture such as chairs, desks and office equipment; install door locks. Layout, form and pour cement.
- ❖ Perform electrical repairs such as replace, install, and maintain electrical systems including lighting fixtures, light ballasts, wiring, conductor raceways, power disconnects, and circuit breaker panels. Maintain college lighting systems such as timers and other programmable systems.
- ❖ Repair, replace, install, and maintain preventative maintenance on refrigeration and heating systems including controls, filters, belts, motors, valves, etc. Maintain and repair pumps, valves, air compressors, air regulators, dryers, boilers and boiler controls, treat boiler and cooling water. Maintain and repair pneumatic and electrical thermostats and controls; maintain water cooling towers. Troubleshoot electrical control systems. Maintain, operate and monitor college energy management system (EMS), including the coordinator of repairs with EMS vendor. Schedule usage of HVAC systems.
- ❖ Perform plumbing maintenance and repairs including unplugging drains, replacing or installing drains and drain lines, new supply lines, all varieties of plumbing fixtures (e.g., faucets, urinals, toilets, drinking fountains and hot water heaters), water heaters, dishwashers, ice machines, sprinkler systems, etc. Maintain and repair sewer, gas and water lines.
- ❖ Remove snow from roads and sidewalks using plow truck, front loader and snow blowers; perform minor maintenance and repair on snow removal equipment; perform preventative maintenance on a variety of equipment used to complete duties; assist with maintenance of grounds and custodial duties; perform related duties as assigned.

Employment Standards:

Knowledge of:

- ❖ Principles and practices of two or more skilled trades in the maintenance/construction trades field.
- ❖ Electrical and refrigeration operations and equipment, such as components, symbols, schematics, compressors, relays, motors.
- ❖ Types of lumber, paint, concrete, pipe fittings, and plumbing supplies.
- ❖ Tools associated with construction, carpentry, plumbing, electrical and HVAC.
- ❖ Local, state and federal codes and regulations specific to construction and maintenance.
- ❖ Operation of energy management systems.
- ❖ Computer hardware and software systems.
- ❖ Read and interpret blueprints, schematics, sketches and drawings.
- ❖ Estimate labor and material costs.
- ❖ Snow removal and grading techniques and methods.
- ❖ Proper safety precautions related to work performed.

Ability to:

- ❖ Use and care of a variety of hand and power tools.
- ❖ Perform heavy manual labor with ability to lift and maneuver objects weighing up to 60 pounds.
- ❖ Inspect and monitor facilities equipment for fire, safety and other health hazards and employ proper maintenance and/or repairs.
- ❖ Understand and follow oral and written directions.
- ❖ Communicate effectively both orally and in writing.
- ❖ Maintain records related to work performed, such as work-order system.
- ❖ Obtain a valid Backflow Certificate.
- ❖ Establish and maintain cooperative relationships with those contacted in the course of work.
- ❖ Report after hours for emergency response.

Education and Experience:

Required:

- ❖ Any combination equivalent to: three years general maintenance experience utilizing two or more of the building trades.

Preferred:

- ❖ Journey level experience in electrical, HVAC and/or carpentry trades.

Additional Requirement (Licensure/Certification):

- ❖ Valid California driver's license with DMV clearance (paid by Lake Tahoe Community College)
- ❖ Pre-employment physical and drug test (paid by Lake Tahoe Community College)
- ❖ Completion of a pre-employment physical assessment (paid by Lake Tahoe Community College)

Supervision:

- ❖ Direction received from the Director of Facilities.

LIST EMPLOYMENT FOR THE PAST 10 YEARS BELOW, BEGINNING WITH YOUR MOST RECENT

| | | | | | |
|---------------------------------------|-----------------------------|-----|----------------------|-----|----------------------------|
| 1. Name and Address of Company | From: | | To: | | Position: |
| | Mo. | Yr. | Mo. | Yr. | Describe the work you did: |
| | | | | | |
| | Weekly Starting Salary | | Weekly Ending Salary | | |
| | | | | | |
| Type of Business: | Name & Title of Supervisor: | | | | |
| Telephone: | Reason for Leaving: | | | | |

| | | | | | |
|---------------------------------------|-----------------------------|-----|----------------------|-----|----------------------------|
| 2. Name and Address of Company | From: | | To: | | Position: |
| | Mo. | Yr. | Mo. | Yr. | Describe the work you did: |
| | | | | | |
| | Weekly Starting Salary | | Weekly Ending Salary | | |
| | | | | | |
| Type of Business: | Name & Title of Supervisor: | | | | |
| Telephone: | Reason for Leaving: | | | | |

| | | | | | |
|---------------------------------------|-----------------------------|-----|----------------------|-----|----------------------------|
| 3. Name and Address of Company | From: | | To: | | Position: |
| | Mo. | Yr. | Mo. | Yr. | Describe the work you did: |
| | | | | | |
| | Weekly Starting Salary | | Weekly Ending Salary | | |
| | | | | | |
| Type of Business: | Name & Title of Supervisor: | | | | |
| Telephone: | Reason for Leaving: | | | | |

| | | | | | |
|---------------------------------------|-----------------------------|-----|----------------------|-----|----------------------------|
| 4. Name and Address of Company | From: | | To: | | Position: |
| | Mo. | Yr. | Mo. | Yr. | Describe the work you did: |
| | | | | | |
| | Weekly Starting Salary | | Weekly Ending Salary | | |
| | | | | | |
| Type of Business: | Name & Title of Supervisor: | | | | |
| Telephone: | Reason for Leaving: | | | | |

| | | | | | |
|---------------------------------------|-----------------------------|-----|----------------------|-----|----------------------------|
| 5. Name and Address of Company | From: | | To: | | Position: |
| | Mo. | Yr. | Mo. | Yr. | Describe the work you did: |
| | | | | | |
| | Weekly Starting Salary | | Weekly Ending Salary | | |
| | | | | | |
| Type of Business: | Name & Title of Supervisor: | | | | |
| Telephone: | Reason for Leaving: | | | | |

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do ***not*** wish us to contact: _____

MILITARY SERVICE RECORD

Were you in the Armed Forces? _____ If yes, what Branch? _____ Rank _____

REFERENCES

Please list persons who have recent knowledge of your professional qualifications.

| NAME | TITLE/COMPANY | PHONE |
|------|---------------|-------|
| 1. | | |
| 2. | | |
| 3. | | |

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative bureaus of your choice.

Signature of Applicant

**AN EQUAL OPPORTUNITY
EMPLOYER**

**Lake Tahoe Community College
Demographic Survey (Confidential)**

The following information is necessary for Lake Tahoe Community College to evaluate its recruitment and hiring practices and to prepare reports required by state and federal agencies. The information you provide is strictly confidential and is removed from your application form. Your cooperation in voluntarily providing this information is greatly appreciated.

| | | | |
|---|---|--|---|
| Name: | | Position Applied For: | |
| Date: | | Gender: | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Are you a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you need any accommodation(s)? <input type="checkbox"/> Yes <i>If yes, please call Human Resources at (530) 541-4660, ext. 226.</i> | | *As defined in the Americans with Disabilities Act of 1990, a disabled person is one who: 1) Has a physical or mental impairment which substantially limits one or more major life activities; 2) Has a record of such an impairment; or 3) Is regarded as having such an impairment. | |
| Heritage: | <input type="checkbox"/> Asian excluding Filipino: All persons having origins in any of the original people of the Far East or Southeast Asia (Chinese, Japanese, Korean, Laotian, Cambodian, Vietnamese, Asian Indian, Other Asian). <input type="checkbox"/> Black/African-American: (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa. <input type="checkbox"/> Filipino: All persons having origins in any of the original people of the Philippine Islands <input type="checkbox"/> Hispanic (Chicano/Latino/Mexican-American): All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race. <input type="checkbox"/> Native American: All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition. <input type="checkbox"/> Pacific Islander: All persons having origins in Guamanian, Hawaiian, Samoan or other Pacific Islander group. <input type="checkbox"/> White/Caucasian (not of Hispanic origin): All persons having origins in any of the original people in Europe, the Indian Subcontinent, or the Middle East. <input type="checkbox"/> Other foreign national (please specify): <input type="checkbox"/> Decline to state | | |
| Status: | <input type="checkbox"/> Veteran <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident | | |

Recruitment Information: How did you hear about this position/job?

- Chronicle of Higher Education
- Chancellor's Registry
- College Employee
- College Placement Office
- District Web Site
- Local Publication: Tahoe Tribune; Other (please specify):
- Job Fair (please specify location):
- Journal or other discipline publication (please identify):
- Word of Mouth
- Other (please specify):

We appreciate your assistance in providing statistics to help us improve our recruitment efforts.

Lake Tahoe Community College, One College Drive, So. Lake Tahoe, CA 96150