



# UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

## Building Maintenance Worker Facilities Operations

**Classification:** Level 2 / Class Code 3250 / Non-Exempt / Full-Time / Benefited / Represented

**Hiring Salary Range:** \$46,622 - \$65,733 (commensurate with qualifications)

**Posting Date:** January 6, 2017

### THE ROLE

Under general direction of the manager, Facilities Operations, the Building Maintenance Worker independently performs a variety of skilled and semi-skilled tasks in support of the maintenance, repair and renovation of the College's physical systems, buildings and grounds displaying plumbing, mechanical, carpentry and electrical skills.

### RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Prepares and paints walls, doors and related surfaces;
- Repairs and/or replaces ceiling and wall tiles, floor carpet and tiles;
- Installs and repairs furniture, plumbing and electrical fixtures and appliances;
- Repairs and replace doors door hardware such as hinges, latches, locks and keys;
- Install electrical and mechanical equipment;
- Tests fire pumps and generators;
- Identify and report maintenance deficiencies on a routine basis and initiates documentation required to assure correction;
- Moves furniture, appliances and equipment using appropriate equipment;
- Removes graffiti;
- Troubleshoot, repair and perform preventative maintenance of mechanical and electrical equipment;
- Performs routine energy management system checks and adjustments;
- Operates motor vehicle in picking up supplies from vendors;
- Perform other related tasks as assigned;
- Replace lamps, ballast and light fixtures.

### REQUIREMENTS

#### EDUCATION AND EXPERIENCE

- Associate of Arts or Associate of Science degree preferred;
- Completion of a trade curriculum in one or more of the major disciplines (carpentry, electrical, plumbing or mechanical) preferred;

- A minimum of five years of related work experience independently performing skilled and semi-skilled building maintenance work in the fields of plumbing, carpentry, electrical, painting, mechanical and HVAC controls and maintenance.

### **KNOWLEDGE, SKILLS & ABILITIES.**

- Communicate effectively both orally and in writing;
- Read and understand specifications, diagrams and work orders;
- Use appropriate hand and power tools in an efficient, safe and effective manner;
- Must be a self-starter with demonstrated dependability and must also work well as a team member;
- Independently perform skilled and semi-skilled tasks in plumbing, electrical, mechanical and carpentry;
- Perform basic arithmetic calculations to calculate work areas and materials;
- Ability to stand, climb, stoop, push, pull and crouch for extended periods of time, as required to complete assigned tasks;
- Must be able to lift items weighing up to 70 pounds;
- Must be able to push and pull heavy objects;
- Must have knowledge of methods, materials, tools and equipment necessary to proficiently perform assigned diversified maintenance;
- Must have knowledge of energy management systems and lighting control;
- Possession of a valid California Driver's License preferred.

### **BENEFITS**

- Comprehensive medical, dental and vision insurance coverage
- Life Insurance
- University of California Retirement Plan (defined benefit)
- Disability Insurance
- Legal Insurance
- Generous vacation and sick leave
- Thirteen paid holidays per year
- Pre-tax Retirement Savings Programs
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses

### **THE HIRING PROCESS**

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Building%20Maintenance%20Worker%20-%20Facilities%20Jan2017>

**Failure to provide the information as required on the application form including attaching a cover letter, a resume and a DMV printout may disqualify an applicant from employment consideration.**

**\*Offer of employment will be made on a conditional basis pending the results of a required physical examination. Failure to pass the physical examination will eliminate the candidate from further employment consideration.**

**Please Note: \*\*This position has been designated as "sensitive" and requires a pre-employment background check.**

*Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application*

*process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.*

## **WHAT TO EXPECT**

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

*UC Hastings College of the Law is an Equal Opportunity Employer*