

**Job Title:** Project Specialist

**Supervisor:** Director of Facilities and Construction

**Employment Terms:** 12 Months

**Salary Range:** \$25.08 - \$34.00; hourly

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Provide back-up responsibilities for the Facilities Maintenance Manager as it relates to daily tasks and assignments
- Ability to perform general maintenance tasks to include but not limited to landscaping, carpentry, electrical, HVAC, plumbing, and custodial duties
- Be able to troubleshoot and assess all repairs and maintenance
- Oversee the general maintenance of buildings and campus equipment
- Assist with TI project and campus improvement project management as needed
- Perform minor repairs on various items, example: electrical outlets/ switches, ballasts, lights, doors, hinges, electrical appliances and water heaters
- Follow procurement procedures
- Become knowledgeable in specialized systems for energy management and security system
- Assist with District fleet maintenance management (including maintenance equipment, aerial equipment and forklifts)
- Coordinate equipment repair, maintenance and inventory of District's equipment
- Assist and coordinate with vendors to ensure maintenance plans and repairs completed in a timely manner
- Assist and manage security and access management systems for employees and vendors
- Assist with service contract management, scheduling, and coordination
- Travel between campuses when repairs are needed
- Assist with Audio Visual system operation and repair
- Sets up chairs, tables, and other furniture for special events, meetings, or other events as assigned by supervisor
- Be able to perform outside work activities in all weather conditions including summer heat
- Climb ladders and perform roof inspection
- Lift up to 100 pounds

- Establish and maintain a good rapport with students, staff, and community
- Other job- related duties as assigned

**Qualifications:**

- High school diploma or GED
- Demonstrated ability to operate maintenance tools and equipment
- Apprenticeships in any maintenance and repair field a plus
- Arizona Driver's License required
- Ability to work independently
- Prior related work experience or training
- Be willing to work flexible schedule when required
- Must pass a fingerprint clearance and background check

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** ASAP

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)