

## **Maintenance Mechanic 2**

**Job ID:** 14003

**Location:** Bellevue College

**Full/Part Time:** Full Time

**Regular/Temporary:** Regular

### **Position Summary**

The Maintenance Mechanic 2 works with the building maintenance team to perform tasks on the College facilities. This position supports and maintains an attractive, comfortable and safe environment that enhances learning and teaching. Additionally, this position may collaborate with various departments, and performs skilled maintenance duties within the Administrative Services Division.

### **Pay, Benefits & Work Schedule**

**Position Salary Range: \$59,724/year - \$69,312/year**

The salary information shown above is a general guideline only. The salary will be determined based on candidate's qualifications and related experience, as well as market and business considerations. Individuals newly hired to Classified position are placed in a salary range based on the WFSE Collective Bargaining Agreement.

We offer comprehensive compensation package with salary and benefits as the main components. **Competitive salary** is within the Range stated above, and commensurate with qualifications and experience. **Generous**

<https://www.bellevuecollege.edu/hr/benefits/> **is offered through Washington State plans that includes multiple** medical, dental, life and disability coverage choices for employees and dependents; choices of retirement and deferred compensation plans; paid holidays, sick, and vacation plans; transit program, reduced tuition, employee discounts and memberships, etc.

The employee is scheduled to work 40 hours per workweek. This is a Classified, overtime eligible position and represented by the Washington Federal State Employees (WFSE).

### **About The College**

Bellevue College is a diverse student-centered, comprehensive and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. Bellevue College is located just 10 miles east of Seattle where we serve a

student population of over 54% students of color and over 1,300 international students. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

We strive to create a vibrant and inclusive campus community that supports a diverse student body, faculty and staff. As an essential part of our <https://www.bellevuecollege.edu/about-us/future-vision/vision-values-mission/>, diversity, equity and pluralism are promoted and fostered in all aspects of college life. By enriching student life through leadership opportunities, personal learning and cultural experiences, we are committed to building an inclusive and diverse campus community that fosters creativity, innovation and student success.

For more information, visit <https://www.bellevuecollege.edu/facts/>.

## **About the Department**

The Bellevue College (BC) Maintenance Department within Campus Operations supports the College's primary mission by maintaining internal and external areas of all College Facilities and other assets. The department works in compliance with local, state and federal laws and agencies by following BC's policies, follows and maintains safety procedures and follow-up Campus Operations program on accidents and safety prevention techniques. Maintenance main responsibility is to provide satisfactory customer service to all students, faculty and staff within timely manner by finishing daily work request.

## **Essential Functions**

### **Maintenance, Operation, Repair Buildings and Utility systems: Electrical, Mechanical, and Structural**

- Perform service, maintenance, and repair tasks for a variety of swing/slide automatic doors from multiple manufacturers.
- Install levers, knobs, push bars, latches, door closures, and conduct padlock repairs.
- Diagnose and conduct routine repair door-related issues, such as broken springs, hinges, locks, and electrical components.
- Replace electric motors fans, belts, filters, and other components necessary for the daily maintenance duties to complete the work orders/ preventive maintenance (PM).
- Respond to service request and provide necessary assistance.
- Take preventive and emergency action to control malfunctions.
- Provide radio and emergency response service as instructed.
- Clear drains.
- Repair and replace toilets and toilet parts, urinals, and its parts, sinks and its fixtures.
- Replace ballasts, lights fixtures, lamps, and exit signs.
- All other maintenance related duties as assigned.

## **Preventative Maintenance (PM) / Structures**

- Schedule and record maintenance checks of internal and outer building structures, plumbing, and mechanical systems.
- Perform roof cleaning per PM scheduling.

## **Equipment/ Tools/ Vehicles**

- Safely operate hand tools, power tools, table saws, and all shop equipment
- Operate automotive and utility carts to transport materials and supplies.
- Conduct vehicle and cart inspections, and diagnose and recommend repair needs, including fixing flat tires.
- Perform other duties as assigned

## **Minimum Qualifications**

- High School graduation or equivalent.
- Minimum two (2) years of general work experience in building and equipment maintenance, construction repair or work or completion of a recognized apprenticeship in a skilled mechanic trade.
- Have a valid driver's license with a minimum of 2 years of driving experience.
- Demonstrated ability to perform physical tasks such as lifting heavy objects, up to 50 pounds.
- Demonstrated ability to walk, stand, sit, or bend for extended periods of time and work in confined spaces.
- Demonstrated ability to work heights up to 100 feet above ground level, and outdoor environments in all types of weather.
- Demonstrated experience working in a collaborative team environment with diverse employees and student/customer groups.
- Demonstrated effective verbal and written communication skills, listening skills to identify issues and provide service-related solutions.
- Demonstrated effective organization and time management skills.
- Demonstrated basic knowledge of Microsoft Office Suite, including but not limited to email, Internet, and data entry.

## **Conditions of Employment**

Bellevue College intends to provide a drug-free, healthy, safe, and secure work and educational environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform her/his/their assigned duties.

Bellevue College employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

## **Sexual Misconduct and Background Check:**

Prior to start of employment, finalists(s) for this position will be subject to a pre-employment background check as a condition of employment. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant's suitability and competence to perform in the position.

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under <https://app.leg.wa.gov/RCW/default.aspx?cite=28B.112.080>.

Check frequently in your inbox, spam, junk, clutter email folders for any communication regarding the next steps from Bellevue College and our background check partners.

### **Reference Check:**

Reference checks may include, but are not limited to, contacting references and verification of work experience, and/or past job duties.

### **Other Information**

- This position is NOT eligible for relocation allowance.
- This position is NOT eligible for sponsorship for employment-based visa.

### **Uniform Statement**

The successful candidate is required to wear the department-provided uniform at all times while at work. Each employee is responsible to maintain cleanliness of the uniform.

### **How To Apply**

Applications received by **08/04/2024** will be given full consideration. Applications received after that date may be considered until the position is filled.

All individuals interested in this position are encouraged to apply. Your application must include a complete online application and all of the required documents below to be considered complete. Any application that does not provide all requested information will not be considered for the position (only submit required documents with the application, additional will not be reviewed.) Please review <https://www.bellevuecollege.edu/work-at-bellevue/applying-for-jobs-tips/> before applying. **Current Bellevue College employees should apply the position through Employee Self Service.**

### **Required application materials:**

- Attach a Cover Letter (min 1 pg., max 2 pgs.)
- Attach a Resume
- Attach a Diversity Statement (min 1 pg., max 2 pgs.) that addresses the following: Please describe your experience working with people of diverse social identifies (race, gender, gender identity, sexual orientation, class, ability status, etc.) and/or engaged in conversations about equity. Please also provide specific examples of how your educational and/or professional experiences, background or philosophy demonstrate your commitment to diversity, equity and inclusion. Please provide your statement in the required question on the application; you may also upload as a supplemental material.
- Complete the Job Questionnaires if applicable

**Contact:**

If you have questions with regards to the application or the hiring process, please contact Office of Human Resources at 425-564-2274 or email to <mailto:jobs@bellevuecollege.edu>.

**EEO Statement**

Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, veteran status, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at <https://www.bellevuecollege.edu/policies/>. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2178, Office B126.

Applicants with disabilities who require assistance with the recruitment process may contact <mailto:hraccommodations@bellevuecollege.edu> .

**To apply, visit <https://apptrkr.com/5435330>**

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