As the University of California's first law school, UC Hastings College of the Law is a WASC-accredited institution that is dedicated to outcomes-based education and assessment and boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco's Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a warm-hearted, deeply committed group of co-workers, a dynamic community of faculty and students, as well an excellent benefits package.

BUILDING MAINTENANCE WORKER
Facilities Operations
Classification: Level 2 / Class Code 3250 / Part Time (.5 FTE - 20 hours/week) / Nonexempt
Hiring Salary Range: $21,754 - $30,671 annually (commensurate with qualifications)
Posting Date: September 21, 2012

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 include but are not limited to the following:
- Prepares and paints walls, doors and related interiors;
- Repairs and/or replaces ceiling and wall tiles, floor carpet and tiles;
- Fabricates, installs and repairs fixtures, plumbing and electrical equipment and appliances;
- Makes repairs and alterations such as the removal and replacement of doors, hinges, latches, locks, bulletin boards and shelves; fabricates keys on site as directed;
- Installs and maintains computer and telephone lines;
- Replaces, adjusts, installs, inspects, cleans, lubricates and repairs a variety of mechanical equipment;
- Performs HVAC maintenance tests;
- Tests fire pumps and generators,
- Maintains cooling towers;
- Tests, analyzes and evaluates electrical and mechanical malfunctions to facilitate the repair or replacement of electrical or mechanical devices;
- Replaces light fixtures, light switches, etc;
- Identifies and reports maintenance deficiencies on a routine basis and initiates documentation required to assure correction;
- Moves furniture, appliances and equipment using appropriate equipment;
- Removes graffiti;
- Traces and troubleshoots mechanical and electrical systems;
- Performs routine energy management system checks and adjustments;
- Operates motor vehicle in picking up supplies from vendors;
- Provides other related tasks as assigned.

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
• Health, dental and vision care insurance plans
• Life Insurance
• UCRP Retirement Plan
• Disability Insurance
• Legal Insurance
• 3+ weeks of vacation starting the first year for full-time employees
• 8 hours accrued sick leave per qualifying month of service for full-time employees
• Thirteen paid holidays per year
• Credit Union
• Pre-Tax Transport Program

THE HIRING PROCESS
To apply, go to:
http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Building%20Maintenance%20Worker%20-%20Facilities%20Operations

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.

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