



EDMONDS COMMUNITY COLLEGE
invites applications for the position of:

Utility Worker 1

SALARY: \$2,535.00 /Month

OPENING DATE: 09/13/17

CLOSING DATE: 09/27/17 05:00 PM

DESCRIPTION:

Edmonds Community College is committed to diversity, equity and social justice. The college values its talented, diverse workforce and seeks to attract, hire, and support employees who consistently and actively embrace diversity and equity. We are intentional about social justice – the active engagement toward equity and inclusion that addresses issues of institutional, structural, and environmental inequity, power and privilege.

DESCRIPTION: This position works with the building maintenance crew performing maintenance tasks on College facilities. This position supports and maintains an attractive, comfortable and safe environment conducive to learning and teaching. This position may work with other departments and student workers. Position supports journey work in maintenance, repair, Facilities Maintenance such as HVAC, door hardware, bulletin boards, sheetrock repair. Plumbing, motors, pumps and boiler operations.

Responsibilities include:

- Perform work in support of journey level trades
- Complete assigned tasks that will include, filter changes, cleaning of mechanical spaces, inventory audits, minor lighting repair.
- Operate automotive equipment and utility carts to transport materials and supplies
- Operates hand tools, power tools, and other shop equipment
- Performs specific scheduled preventive maintenance and operational checks to HVAC, mechanical, electrical, door hardware and plumbing systems
- Clears drains and repairs toilets/urinals
- Provides radio and emergency response service as instructed
- Maintain accurate SDS inventory
- Work cooperatively with facilities department to complete projects

This is a classified position reporting directly to the Plant Manager.

For information on how to apply, please see **Application Procedures and Required Documents**, below.

QUALIFICATIONS:

REQUIRED QUALIFICATIONS:

- High school diploma, GED, or equivalent
- 6 months of manual labor experience
- Physical ability to perform the required job duties
- Ability to operate vehicles and utility carts
- Valid driver's license

DESIRED QUALIFICATIONS:

- Ability to work effectively with populations representing diverse backgrounds, life experiences and abilities
- Effective verbal and written communication skills. (Your application materials will be used to evaluate)
- Customer service skills
- Experience using a computer and computerized work order system

ADDITIONAL INFORMATION:

PHYSICAL WORK ENVIRONMENT:

Work is performed both inside and outside, exposing the worker to a variety of weather conditions. Exposure to high noise levels and a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals is required. The ability to climb, balance, stoop, kneel, crawl, stand for sustained periods of time, push and pull using steady force, and perform activities requiring repetitive arm-hand movements is essential. Lifting up to 100 pounds occasionally and up to 50 pounds frequently is required. Driving a departmental truck or van is necessary, which requires a valid Washington State driver's license. Excellent communication skills, both oral and written, are required. This includes the ability to speak clearly and fully comprehend written and spoken English, and will include communication with people for whom English is a second language.

COMPENSATION:

Salary range 29G. Beginning salary is \$2,535 - \$2,654 per month, with progressive increases to \$2,848, plus a full state benefits package. Benefits include tuition waiver for college classes,

medical, dental, retirement options, and vacation. Experience and training will be considered in salary placement.

WORK SCHEDULE:

9:00 am – 5:30 pm Monday - Friday. Full time position.

CONDITIONS OF EMPLOYMENT:

- You must document your citizenship or employment authorization within three days of hire.
- Criminal background check. *Prior to a new hire, a background check including criminal history will be conducted. 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.*
- All new positions are contingent upon funding.

APPLICATION PROCEDURES AND REQUIRED DOCUMENTS:

All applicants must apply online. No paper submissions or emailed materials will be accepted. Your online application must include the following documents in order to be complete:

1. Responses to supplemental questions (part of the online application). (These questions reflect the required and desired qualifications and are used in the screening process. Please provide thorough responses.)
2. Current resume.
3. Names and contact information for three references.
4. For veterans' preference, please scan and attach your DD214, Member-4 Form.

ABOUT THE COLLEGE:

Established in 1967, Edmonds Community College is a public, two-year, state community college. It strengthens our diverse community by helping students access educational and career opportunities in a supportive environment that encourages success, innovation, service, and lifelong learning. It serves more than 20,000 students annually, including more than 1,400 international students from 62 countries. The college offers 68 associate degrees and 58 professional certificates in 29 programs of study. Its highest enrolled programs are the Associate of Arts/Associate of Science degrees, Paralegal, Allied Health (pre-nursing degree), Business/Accounting, Construction Management, and Culinary Arts. The college is located in the center of the growing south Snohomish County communities of Edmonds, Lynnwood, Mountlake Terrace, Brier, Mill Creek, Mukilteo, and Woodway. For more information, visit www.edcc.edu.

EEO/AFFIRMATIVE ACTION STATEMENT:

Edmonds Community College is an equal opportunity employer and assures equality of treatment in educational and employment opportunities without regard to race, color, religion, national origin, sex (gender), disability, sexual orientation, age, citizenship status, marital status, veteran status, or genetic information. Applicants with disabilities who require assistance with the recruitment process may call 425-640-1470 or 425-640-1832, and accommodations will be made to the extent reasonably possible. The Human Resources Office is accessible to persons with disabilities.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.edcc.edu/hr/>

Position #Classified J-09
UTILITY WORKER 1
JR

20000 68th Ave W.
M/S HUMRES
Lynnwood, WA 98036
425-640-1400 -option 4

jobs@email.edcc.edu

Utility Worker 1 Supplemental Questionnaire

- * 1. Do you have a high school diploma, GED, or equivalent?
 Yes No

- * 2. Do you have 6 months of manual labor experience?
 Yes No

- * 3. Do you have a valid driver's license?
 Yes No

- * 4. Are you able to operate vehicles and utility carts
 Yes No

- * 5. Detail experience using a computer and a computerized worker order system.

* 6. What do you do to make sure you are working well with people from diverse populations (such as other races or cultures)?

* 7. Describe your experience providing customer service. Include details about an issue a customer had, what steps you took to solve the problem, and what the outcome was.

* Required Question