



POSITION TITLE: Physical Plant Assistant

POSITION #: TBD

POSITION STATUS: Full-time

FLSA STATUS: Exempt

REPORTS TO: Custodian II

SUPERVISES: Work study

CAMPUS: Trinidad/Alamosa

POSITION SUMMARY:

The Physical Plant Assistant is a full-time twelve-month professional position reporting directly to the Facilities Director responsible for assisting in managing the operation of facilities activities on both Trinidad and Alamosa campuses, as needed.

Responsibilities include, but are not limited to, the following:

The Physical Plant Assistant is a full-time twelve-month professional position reporting directly to the Facilities Director responsible for assisting in managing the operation of facilities activities on both Trinidad and Alamosa campuses, as needed.

Typical duties and responsibilities include:

- Responsible for operation and maintenance of all campus buildings, utilities, mechanical equipment, energy conservation.
- Responsible for custodial services, including but not limited to cleaning buildings including restrooms daily and trash and debris removal, floor and carpet care.
- Responsible for grounds maintenance including but not limited to removing snow and ice from sidewalks and parking lots repairs, mowing, weed eating, watering, tree trimming, sidewalk repairs and sprinkler repairs. Must maintain all street lights, signs, parking lot stripes and accessible parking spots.
- Repair/replace water lines, sewer lines, toilets, sinks, water fountains and plumbing fixtures.
- Oversees, maintains and repairs as necessary equipment relating to boilers, chillers, HVAC, including preventative maintenance on all rooftop units and boiler system including changing filters, pumps, motors, and belts.
- Basic construction including; wall repair, painting, patching, roof and gutter repairs, and cosmetic repairs to indoor and outdoor buildings. Includes electrical

trades for both campuses.

- Change ballasts, receptacles, switches and troubleshoot broken equipment.
- Maintain TSJC Motor Pool appearances, schedule and execute all repairs. Issue keys inspection forms and check vehicles back in.
- Oversees all work performed by contractors and sub-contractors, in order to assure that the task at hand complies with any applicable codes, regulations and specifications and ensure that the work meets or exceeds the expectations of the institution.
- Responsible for monthly inspections on fire extinguishers, emergency lights and elevators, annual inspections on emergency lights ninety- minute test.
- Must be able to operate a snow plow, ATV plow, bobcat skid loader, forklift, and boom truck. Must also be able to operate carpet machine, vacuum, floor sweeper, scrubber, buffer, wet floor vacuum, and man lift.
- Respond to after hours, weekend and emergency situations. Must provide feedback to all customers regarding reported issues.
- Other duties as assigned by the Facilities Director to meet facility needs.

Position Qualifications

Required:

- 2 years custodial, maintenance experience including apprentice electrical
- High School Diploma
- Valid Driver's License
- Self-motivated and dependable
- Prioritize and execute a wide range of work orders simultaneously
- Customer service oriented

Preferred:

An associate degree in a related applicable area with knowledge of physical plant operations and five years experience in physical plant setting.

- Commercial Driver's License
- Bi-lingual (Spanish)
- Computer proficiency

NECESSARY SPECIAL REQUIREMENTS:

- Must be willing to do shift work and weekends when necessary.
- Successful applicant must be self-motivated and take ownership of position.
- Bending, lifting, climbing ladders, shoveling, scaffolding work in high places.
- Must be able to lift a minimum of 50 lbs.
- Must submit to and pass a background check, drug test and lift test.

SALARY:

Annual salary is \$28,032 for a full-time, twelve- month appointment dependent upon successful candidate's qualifications, experience and education. Benefit package including retirement and health insurance is available.

Application Instructions

For consideration, an applicant must submit the following by the closing date:

- A letter addressing the professional qualifications listed in the position description;
- A current resume;
- Transcripts (of highest education attained; unofficial are sufficient); and
- Three (3) current references. Include addresses and telephone number contact information.

Closing

Closing date for receipt and consideration of candidates is **August 9, 2019 at 5:00 p.m.** *Incomplete applicant files may not be considered. Screening of applications to begin immediately.*

Proposed starting date: ASAP

SUBMIT ABOVE APPLICATION MATERIALS TO

TSJC Search Committee, Director of Human Resources
ATTN: Human Resources
600 Prospect Street
Trinidad, CO 81082
(719) 846-5534
Email: lorrie.velasquez@trinidadstate.edu
Fax: (719) 846-5064 (direct fax, does not require cover sheet)

Inquiries

Al Malespini, Facilities Director, (800) 621-8752, ext. 5619 or (719) 846-5619

Lorrie Velasquez, Vice President of Administrative Services, Trinidad State Junior College – (800) 621-8752, ext. 5534 or (719) 846-5534

NOTICE OF NON-DISCRIMINATION

Trinidad State Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Trinidad State Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in its education programs and activities.

The College has designated its Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources at Trinidad State Junior College, 600 Prospect Street, Trinidad, CO, 81082, 719-846-5534. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

NOTICE TO ALL APPLICANTS

Former employees of the Colorado Community College system or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on your application/within your application materials. All materials submitted become the property of Trinidad State Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

ABOUT TRINIDAD STATE JUNIOR COLLEGE

Trinidad State Junior College, located in Trinidad, Colorado, is a state-supported, two-year institution of higher education. The College was established by an act of the State Legislature in 1925, and is the oldest public two-year college in the State of Colorado. The College's Service Area includes eight rural counties characterized by low population density and small communities. One campus is located in Trinidad and is a residential campus while the other, located in Alamosa, is a commuter campus. Both campuses serve distinct populations. As a comprehensive Community College, Trinidad State Junior College not only offers ongoing transfer Associate of Arts Degree and Associate of Applied Science (vocational) Degree programs, but also has developed and implemented numerous successful short-term vocational certificate programs, and totally inclusive adult education and developmental programs.

For information regarding Trinidad State Junior College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State Junior College Campus Security website

at: <http://www.trinidadstate.edu/campus-security.html>. For a hard copy report please contact 719-846-5618

ABOUT TRINIDAD, COLORADO

A well-known landmark, Fisher's Peak, overlooks the City of Trinidad, which is nestled in a valley surrounded by pinon-studded hills. Located 185 miles south of Denver, and just 15 miles north of the New Mexico border on Interstate Highway 25, Trinidad abounds in a panorama of mountain beauty. Ski slopes are within a 60-minute drive from the campus. Recreation parks for camping and fishing are nearby. Trinidad's nine-hole golf course is one of the best in the state. Having a population of approximately 10,000, Trinidad is known for the convenience and friendliness of small-town living. The area is unexcelled for its moderate, dry climate.

For more information about Trinidad State Junior College or the Trinidad and Las Animas County, Colorado, area – please visit the following websites:

- www.trinidadstate.edu
- www.historictrinidad.com
- www.trinidadchamber.com

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TSJC MISSION STATEMENT

Enrich our diverse communities through qualify educational experiences and lifelong learning.