

Job Description

Position Title: Maintenance and Campus Materials Support

Job Family: Materials Management

Job Level: Support - Intermediate

FLSA Status: Non-Exempt

Salary Grade: 02

Position Summary:

The Maintenance and Campus Materials Support position receives and distributes materials and mail; provides District-wide logistical deliveries. Places orders and communicates with College departments and vendors. Monitors and performs daily inventory duties and conducts inventory audits. Responds to work order for the repair of College buildings, equipment, and facilities. Performs various skilled trades and journey-level duties related to the maintenance repair of commercial facilities.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Performs preventive maintenance inspections and makes timely repairs. Reports and documents any safety or maintenance issues to supervisor.
2. Operates, maintains, and cleans equipment associated with assigned areas of responsibility including wheeled vehicles. Inspects and services facilities and systems on a periodic schedule. Makes skilled trade and journey-level repairs or installations depending on area of assignment and expertise.
3. Receives and distributes mail and materials to each department on campus, along with inspecting and verifying packages for delivery and matching of packing slips. Oversees all shipping activities on a daily basis. Reports damage to all parties and files damage claims with shippers.
4. Generates order requisitions in FAMIS and places order with vendors. Receives orders including Capital equipment and records receiving information from shipping documents in the College's Enterprise resource management system.
5. Participates in setup for campus events and provides assistance with third party vendors and contractors. This includes setups that are scheduled for outdoors and in the community room. Provides assistance with parking and traffic control. Along with trash receptacles throughout the event.
6. Conducts Property Control of all materials and equipment. Handles storage and retrieval of College records. Maintains and safeguards inventory and property control records and tags.
7. Reconciles outstanding invoices and receiving using the College's Enterprise System. This includes inputting P-Card purchases in FAMIS under specific work orders.
8. Responds to complaints and answers general questions from various departments. Also includes tracking missing or incomplete shipments.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of internal and external customer service principles and practices
2. Skill in effective communication (both written and oral)
3. Skill in positive, productive, and flexible customer service
4. Ability to apply effective and accurate data entry and typing skills
5. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, and schedule and review work. Does not have responsibility for termination or making pay decisions.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED.
- Up to one (1) year of related experience may be required
- One (1) to Three (3) years of related experience preferred
- Forklift Certification will be required within probationary period.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties, including: traversing uneven surfaces, ascending/descending ladders, and working atop high surfaces; to move, transport, and/or position moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction

Special Conditions of Employment:

- Pre-employment background check
- DMV Check/Current and Valid AZ Driver's License