



EMPLOYMENT OPPORTUNITY

Tri-City Mental Health Authority invites your application for the position of:

FACILITIES MAINTENANCE TECHNICIAN II (Full-Time)

ANNUAL SALARY: \$42,640.42 - \$55,433.04 (DOQ)

DEADLINE TO APPLY: OPEN UNTIL FILLED

THE POSITION

Tri-City is looking for **one** individual to serve as a Facilities Maintenance Technician II for the Facilities Division within the Operations Department. The Facilities Maintenance Technician will to perform maintenance, security, and housekeeping functions to ensure the safety and aesthetics of all Agency facilities. This position will report to the Facilities Manager.

This position is responsible for a variety of ongoing responsibilities including, but not limited to:

- Maintain agency equipment, property and vehicles;
- Perform moderately difficult building maintenance repair work to Agency facilities and Agency housing units & leased properties;
- As assigned, perform unskilled, semi-skilled and/or skilled craft related work in such areas as carpentry, electrical, masonry, painting, plumbing, and refrigeration in the maintenance, repair, and alteration of buildings, facilities, and equipment;
- Monitor access to storage facilities and ensure security and order of storage units; Move and secure furniture, wall fixtures and equipment;
- Respond to work order requests; complete work on a timely basis; prepare and maintain records of performed work and services; Set up and break down for meetings; Completion of the Safety Maintenance Checklist Report;
- Ensure cleanliness of the Agency interior and exteriors premises, which includes cleaning windows, cleaning up spills and foods quickly; and maintain sanitation equipment and supplies;

TRI-CITY FULL-TIME BENEFIT OVERVIEW:

SALARY: Merit increases available annually based on performance, budget availability and supervisor approval.

VACATION: 80 hours per year, increasing with years of service. Cash out option available.

HOLIDAYS: 10 paid holidays per calendar year plus additional 16 hours of floating holidays.

SICK LEAVE: 88 hours per year with no cap.

RETIREMENT: Tri-City participates in the California Public Employees Retirement System (CalPERS) with a retirement formula of 2% @ 55 for Classic members & 2% @ 62 for PEPR members; employee contributes 7% & 6.75%, respectively; no Social Security.

HEALTH INSURANCE: Medical (Kaiser HMO), dental (MetLife PPO) & vision (EyeMed) of which Tri-City pays 80% of premiums.

LIFE INSURANCE: Paid at 1 times annual salary.

ADDITIONAL BENEFITS: STD/LTD & ADD, FSA, EAP, Deferred Compensation (457b), Credit Union, Bilingual Pay, On Call Pay, Employee Referral Program & paid time off for CME, etc.

- Enforce building related codes, including adopted California Building Code, California Mechanical Code, California Plumbing Code, California Electric Code, California Residential Code, California Green Building Code, California Energy Code, and local ordinances.
- Maintain vehicle logs and ensure maintenance, safety and cleanliness of vehicles. Inspects and troubleshoots automotive, and light and heavy duty trucks and equipment to assess their condition and determine repairs; and perform other duties as assigned.

QUALIFICATIONS

High School Diploma or G.E.D. including a minimum of two years of experience in general building maintenance and repair involving a variety of minor carpentry, electrical, masonry, painting, and plumbing work. Must have the ability to operate a computer and use Microsoft Office.

Licensure: Must have and maintain a valid Driver's License with a satisfactory driving record and meet Agency vehicle insurance standards.

Any combination of education and experience that would provide the required knowledge, abilities and skills may be considered as qualifying. *Candidates may be hired above the minimum salary range depending on qualifications (DOQ).

APPLICATION & SELECTION PROCESS:

Applications will be received and reviewed through CalOpps website. Those candidates, whose applications indicate that they are most qualified, will be invited to attend an oral interview. If necessary a second and third oral interview will be conducted.

To apply, please visit our Jobs Page at <http://www.tricitymhs.org/jobs>

You must apply online. Tri-City does not accept fax, email or copy applications. You may include a cover letter and resume, however, resumes are not accepted in lieu of completion of the online application. Questions regarding this recruitment can be directed to: **Email:** hr-team@tricitymhs.org

AN EQUAL OPPORTUNITY EMPLOYER

Tri-City does not discriminate on the basis of race, color, religion and religious creed, sex, gender, gender identity, gender expression, national origin, ancestry, citizenship status, age, marital status, disability, medical condition, genetic characteristics or information, sexual orientation, military and/or veteran status or any other basis protected by law. Tri-City maintains and enforces a zero-tolerance policy relating to substance abuse and maintains a smoke-free workplace.

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ABOUT TRI-CITY

Tri-City Mental Health Authority is a public agency serving the diverse communities of Pomona, Claremont, and La Verne.

Established in 1960, Tri-City Mental Health Authority (TCMHA) was conceptualized as a comprehensive mental health service provider, dedicated to helping families and individuals of all ages reach their full potential. Through close and dedicated collaboration with the community it serves, TCMHA has successfully created an integrated system of care that ensures access and enhances mental and emotional health. Available services include but are not limited to psychotherapy, clinical case management, medication support, peer-to-peer support, psychoeducation, linkage and referral, vocational training and support, socialization activities, and community outreach.

www.tricitymhs.org/jobs