



Position Vacancy Notice
Senior Maintenance Mechanic
(Revised Posting date: 08/26/2020)

College Overview

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college serving one of the most historic and ethnically diverse areas of the United States. HCCC has three campuses located just minutes from Manhattan: the Journal Square campus in Jersey City and North Hudson Campus in Union City are adjacent to vital transportation hubs; the Secaucus campus has abundant parking.

Fully accredited by the Middle States Commission on Higher Education, HCCC serves more than 18,000 credit and non-credit students annually. The College offers more than 60 degree and certificate programs, including award-winning English as a Second Language, STEM (Science, Technology, Engineering and Mathematics), Culinary Arts/Hospitality Management, Nursing and Health Sciences, and Fine and Performing Arts. The HCCC Culinary/Hospitality Management program was ranked number six in the U.S. by Best Choice Schools. Over 94% of HCCC Nursing program graduates passed the NCLEX first time out, placing the program's graduates in the top tier of two- and four-year nursing programs nationwide. In 2017, the Equality of Opportunity Project ranked HCCC in the top 5% of 2,200 U.S. higher education institutions for social mobility. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in ensuring student success.

HCCC has partnerships with every major four-year college and university in the greater New Jersey-New York area and beyond, accommodating seamless transfer of credits for further undergraduate and graduate education.

The College has been recognized with numerous national and state awards for excellence in student success programming, diversity and equity, educational innovativeness, facilities design, and communications from the Association of Community College Trustees, American Association of Community Colleges, Association of College and Research Libraries, National College Learning Association, National Council of Teachers of English, College Advertising Awards, New Jersey Business & Industry Association, and others.

Hudson County Community College is proud of its culture of care and invites applications from those wishing to join a community dedicated to promoting student success in all its forms.

Department/Division Introduction Facilities; reports to Manger of Facilities.

Job Description/Special Skills

Proficient knowledge of one or more building trades, methods, and techniques required, with the ability to safely and properly operate various hand and power tools. Comprehensive knowledge of federal, state, and local codes and ordinances pertinent to building maintenance and repair required. Ability to read and interpret blueprints and schematics. Effective verbal and written communication and interpersonal skills required to interact with employees and management at all levels on a regular basis, along with effective organization, prioritization, multi-tasking, and time management.

Required/Minimum Qualifications

- High School diploma or equivalent required with a minimum of three years of hands-on experience in custodial/janitorial operations and services.
- Prior work experience in a lead or supervisory role preferred. Prior work experience in coordinating the activities of an outsourced staff also preferred.
- Demonstrated ability to interact with a culturally diverse population and to effectively and respectfully function and communicate within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.

Essential responsibilities

- Follows, observes, and enforces applicable operating and safety regulations required for the operation and repair of facility operations, buildings, and equipment for various campus buildings/locations in strict accordance with federal, state, and local rules, regulations, and ordinances and ensuring adherence to College and industry standards.
- Responds to work orders received from Facilities management; assigns work orders to Maintenance Mechanic(s) or personally completes work in accordance with established preventive maintenance programs, quality standards, and work completion deadlines to ensure overall customer satisfaction. Determines when the services of an outside contractor/vendor are required and recommends appropriate action to Facilities management.
- Maintains, troubleshoots, and performs adjustments, installation, repair, replacement, and adjustment of facility systems and equipment physically within and outside of various campus buildings/locations; e.g., construction, heating and air conditioning, boilers, heat pumps, power washing, plumbing, carpentry, painting, plastering, carpeting, drywall, electrical, roofing, water/sewer systems, streets/parking lot paving and blacktop, etc. Takes measurements of various construction projects, determines time and materials required, and purchases any materials required to complete the project.
- Serves as the onsite/field contact with Maintenance Mechanics and outside contractors working at various campus buildings/locations. Coordinates all work performed and ensures that all work is completed in accordance with established procedures and timeframes.
- Maintains an adequate inventory of materials, supplies, equipment, power and manual tools, etc. Safely operates manual and power tools and equipment; provides training and guidance to Maintenance Mechanics regarding the safe operation of all tools and equipment. Ensures proper care in the use, maintenance, and storage of equipment, supplies, and chemicals to ensure a safe work environment at all times.
- Effectively communicates with all levels of employees and management, faculty, outside contractors, vendors, trades/salespersons, suppliers, etc., regarding facilities operations, equipment, repairs, and services.
- Provides assistance, support, and information to Facilities management in ongoing facilities operations, repairs, and services. Provides recommendations regarding the continuous improvement of workplace safety and environmental practices.
- Establishes and maintains appropriate documentation of work performed and ensures that Maintenance Mechanics follow proper documentation procedures.

- Projects a positive self-image of technical skill, appearance, confidentiality, courtesy, conduct, honesty, fairness, and personal integrity at all times.
- Coordinates and/or performs other facilities maintenance and repair activities, as required. Remains flexible and adaptable in work schedules and work assignments as defined by College and departmental needs.

Review of applications to begin ASAP

For full consideration please send resume, cover letter, salary expectations and a list of three professional references to Ilya Ashmyan, Executive Director Engineering and Operations, via email at lashmyan@hccc.edu.

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC is an equal opportunity and affirmative action employer. We are committed to ensuring a diverse and inclusive learning and working environment. Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Women, veterans and minorities are encouraged to apply.

Take Survey