

Building Trades Generalist
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262855>

Downloaded On: Sep. 23, 2025 2:24pm

Posted Sep. 23, 2025, set to expire Oct. 9, 2025

Job Title Building Trades Generalist
Department DO Operations
Institution State Center Community College District
Fresno, California

Date Posted Sep. 23, 2025

Application Deadline 10/09/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6581280>

Apply By Email

Job Description

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Building Trades Generalist

Salary: \$78,168.00 - \$96,136.00 Annually

Location: Districtwide, CA

Job Type: Permanent

Division: DO Operations

Job Number: 2025040

Closing: 10/9/2025 11:59 PM Pacific

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General Purpose

Under general supervision, performs skilled maintenance and repair of buildings, roofing, mechanical equipment, heating/cooling equipment, energy management systems and controls, electrical systems, plumbing/piping and carpentry; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Maintains and repairs facilities and building systems, including plumbing, electrical, heating and air-conditioning, locks, painting and carpentry; inspects building equipment and assesses conditions; performs predictive and preventive maintenance.
- Maintains and services air conditioning, package units, heating, ventilation and refrigeration equipment; adds/treats chemicals for heating and cooling systems and adjusts chemical feeds and controls; changes filters; cleans, oils and lubricates motors and bearings and adjusts belts and pulleys; performs regularly scheduled preventative maintenance; cleans coils and vacuum equipment.
- Maintains and repairs chiller/boiler plants; adds or removes oil from chillers; adds refrigerant; changes filters; greases motors and pumps; changes/adjusts fan belts; adds/treats chemicals for cooling tower water and adjusts chemical feeds and controllers.
- Programs, operates, monitors and adjusts campus Energy Management Systems (EMS) including scheduling and set points, parameters, sensors, valves and other related hardware; troubleshoots and repairs EMS control components including controllers, communication boards and related components; commissions installation and repairs.
- Installs and repairs plumbing fixtures on toilets, sinks, fountains, water piping and other equipment and appliances; identifies and repairs leaks, packs faucets, wipes and flushes joints; cleans out drains and obstructions in water systems.
- Maintains and cleans fountains and swimming pools; monitors water temperature; checks and corrects chemical levels; inspects, services and adjusts or cleans pumps, motors, injectors and skimmers.

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- Performs electrical repairs including changing electrical sockets, rewiring and replacing defective devices and worn parts; performs or assists in the installation of new wires and circuitry, breakers and control panels; tests, repairs and replaces light fixtures, light ballasts and emergency signage; participates in troubleshooting problems and assists in repairing mechanical and electrical equipment and systems.
- Performs general building maintenance; prepares and paints a variety of surfaces; installs whiteboards and corkboards; repairs furniture, small appliances, office cabinets and similar items; repairs lock mechanisms and adjusts door openers.
- Prepares and maintains a variety of reports and records of new and completed work, including blueprints, sketches, diagrams and logs; conducts inventories and requisitions necessary tools, equipment, materials, parts and supplies.
- Responds to emergency situations as necessary.
- Provides support to other building trades staff; leads small projects by assigning, scheduling and monitoring work for completeness, accuracy and conformation with District requirements and regulatory mandates.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- Assists other journey-level maintenance personnel in cooperative assignments.
- Assists in developing specifications for work to be completed by others.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- All trades/crafts required to ensure the maintenance and repair of a community college building and its mechanical parts.
- Principles, methods, parts and equipment used in facilities construction, maintenance and repair, including electrical systems, control systems, air conditioning/heating, plumbing and carpentry.
- Standard principles, practices, methods and tools of the heating and air-conditioning trade.
- Materials, methods and manual/electrical tools used in the operation and repair of heating, air-conditioning and refrigeration systems, and chiller/boiler plants.
- Wiring diagrams, system specifications and computer programs specific to the College's EMS.
- Applicable building codes, ordinances and regulations of federal, state and local authorities.
- Applicable federal, state and local laws, rules and regulations.
- Proper English usage including grammar, spelling and punctuation.
- Safety policies and safe work practices applicable to the maintenance work being performed.

Skills and Abilities to:

- Assign and review the work of other maintenance staff.
- Perform journey-level skilled mechanical maintenance duties in the inspection, repair, installation and alteration of the District's chiller/boiler plants and heating, ventilation, air-conditioning and refrigeration systems and related equipment and facilities.
- Perform skilled building maintenance and repair work applicable to multiple building trades including plumbing, electrical, locksmith, carpentry, painting and related areas.
- Program, operate, monitor, maintain and repair the College's EMS.
- Read and interpret plans, specifications and manuals.

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- Troubleshoot and repair chillers/boilers, air conditioning and electrical, mechanical and plumbing systems.
- Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
- Set priorities and exercise sound judgment within areas of responsibility.
- Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from high school or GED equivalent, completion of a HVAC instructional program and three years of progressively responsible experience in the building trades, at least one year of which was in HVAC; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

Certain assignments may require a California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

EPA-approved Section 608 Type I and II refrigeration certification.

Forklift certification is required within three months of hire or appointment to the position.

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PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees perform moderate to heavy physical labor with constant standing and walking for extended periods; walk over rough or uneven surfaces; frequently push, pull, lift and carry heavy objects weighing up to 75 pounds; bend, stoop and kneel; use manual dexterity to safely operate power equipment; operate motorized equipment and vehicles, including a truck and electric cart to travel to various campuses and locations on campus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve basic problems; use basic math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with interruptions; and interact with District staff, other organizations and the public.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works near moving mechanical parts, in outside weather conditions and is exposed to extreme weather and wet or humid conditions, fumes, toxic or caustic chemicals. The noise level is often noisy.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

APPLICATION SUBMISSION

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To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The assessment process will include screening to ensure applications are complete and meet all minimum qualifications. The application requires the completion of Supplemental Questions to evaluate your education, training and experience relative to the required knowledge and abilities for the position. Answers should be as complete as possible, as no additional information will be accepted from applicants once the application has been submitted. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a competency assessment (40% weight) and a performance assessment (60% weight). Of those achieving a passing score on the competency assessment, only the most qualified candidates will be invited to the performance assessment. Passing score is 75% out of 100% on each assessment section.

INITIAL ASSESSMENT TENTATIVELY SCHEDULED AS FOLLOWS:

COMPETENCY ASSESSMENT: OCTOBER 17, 2025

PERFORMANCE ASSESSMENT: NOVEMBER 7, 2025

The assessment process / assessment date is subject to change as needs dictate. All communication

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regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on the assessment will be placed in rank order on a districtwide Open-Competitive List. Using the same process, a separate Promotional List will be established and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies in this classification for at least six-months. **The current vacancy is at District Operations.**

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT
GUARANTEE AN OFFER OF EMPLOYMENT

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/5085421/building-trades-generalist>

Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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