



# MULTICULTURAL LEARNING CENTER

## TK-8 PUBLIC CHARTER SCHOOL

### FACILITIES TECHNICIAN

#### About Multicultural Learning Center (MLC)

The Multicultural Learning Center (MLC) is a TK-8 dual language public charter school with the mission to *bring together a diverse community of learners where cultural and individual differences are the building blocks of academic, social, and intrapersonal success*. MLC is diverse by design – aligning policies, programs, and curriculum to support bi-literacy, social emotional wellness, family and community engagement, global competency and social justice. Our four anchors guide our staff and school community in leading this organization and in preparing our students to become bilingual, biliterate global citizens.

**Equity, Diversity, and Inclusion** -our students recognize different perspectives and points of view, valuing diversity and creating inclusive spaces through equitable learning.

**Global Citizenry and Bi-Literacy** - our school is a community. Our graduates become adults with self- and social-awareness, allowing them to communicate ideas in two languages and with diverse audiences.

**Social and Environmental Justice** -our students are committed to take action against injustice. They are active in their local communities and knowledgeable about topics that impact our world.

**Social-Emotional Competency** - our entire team is compassionate and committed to teaching about social-emotional wellness. We give our students and parents the tools to strengthen their mental health and to be better humans.

#### Job Description:

The Facilities Technician is responsible for ensuring the cleanliness, safety, maintenance, and proper functioning of all campus facilities and grounds. This role supports daily operations by performing routine custodial tasks, conducting basic repairs, and coordinating with external specialists as needed. The technician plays a critical role in creating a safe, clean, and welcoming environment for students, staff, and visitors

#### Essential Duties and Responsibilities:

##### Facilities Maintenance & Repairs

- Perform general repairs on campus infrastructure including plumbing, HVAC, electrical systems, and cabling; identify and escalate complex issues to appropriate specialists.

- Replace lights, adjust window shades or blinds, and repair or move classroom and office furniture.
- Repair and maintain student and classroom furniture to ensure it remains safe, functional, and in good condition.
- Monitor and address fire hazards, trip hazards, or other campus safety issues.
- Maintain and repair student play areas, walkways, driveways, and outdoor structures.
- Maintain school grounds by performing tasks such as watering, weeding, planting, pruning, raking, fertilizing, and clearing debris from walkways and exterior common areas.
- Operate and maintain custodial and grounds equipment such as power tools, weeders/edgers, vacuums, and buffers.

### **Campus Operations & Safety**

- Perform daily traffic duty in the school parking lot, especially during peak times.
- Set up facilities for meetings, school events, and special functions.
- Lock and secure gates, doors, and windows to ensure campus safety during and after operational hours.
- Monitor indoor and outdoor security; perform regular security checks.
- Respond to incidents involving bloodborne pathogens and maintain required training.
- Assist with the setup, relocation, and breakdown of classroom and office furniture and supplies, including supporting staff moves between rooms or offices as needed.
- Ensure the safety of children and others while performing duties on site.

### **Transportation & Logistics**

- Drive to and from the elementary campus or to local vendors to pick up supplies or equipment as needed.
- Provide and maintain a valid California Driver's License and vehicle registration with Human Resources prior to performing any driving duties.

### **Perform other duties as assigned.**

### **Job Requirements:**

- High School Diploma, GED, or suitable equivalent.
- 2-5 years of related experience in an institutional setting preferred
- Must have a valid driver's license
- Knowledge of modern cleaning methods and the preferred methods of cleaning and preserving floors, walls and fixtures and surrounding areas; cleaning materials, disinfectants and equipment used in custodial work
- Knowledge of safety practices and work methods and proper lifting techniques
- Ability to learn requirements of maintaining school buildings and facilities in a safe, clean and orderly condition
- Learn the schedules, procedures and use of maintenance tools and supplies
- Operate a variety of maintenance and cleaning equipment
- Meet schedules and time lines
- Understand and follow oral and written directions
- Work cooperatively with others; complete minor repairs as necessary
- Employment contingent upon clearance of Live Scan and TB test results

**Physical Abilities:**

- Climbing ladders to inspect and replace light
- Lifting and carrying heavy objects
- Dexterity of hands and fingers to operate small hand and power tools and equipment

**Benefits**

- Hourly Pay Range: \$20.00 - \$26.00
- Sick and personal days
- Health insurance
- State Retirement Plan
- Professional development
- Opportunities for growth in the organization

**Application and Interview Process**

To apply, please submit resumes WITH a cover letter to [recruiting@mlccharter.org](mailto:recruiting@mlccharter.org).