

TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

Livestock Center Maintenance Coordinator

PAY - \$18.00 per hour
JOB TYPE - Full-time
DEADLINE - Open until filled

LOCATION - Ontario, Oregon
DEPARTMENT - CTE
REPORTS TO - Dean of CTE

The Livestock Center Maintenance Coordinator will perform a variety of tasks required for the upkeep, maintenance and general activities related to livestock boarding at the TVCC Livestock Center. May perform other duties as directed by the Dean of CTE and/or Vice President of Academic Affairs.

QUALIFICATIONS

MANDATORY: High school diploma or equivalent with a minimum of three years' experience in work related areas; or any combination of education and experience to perform duties. Must be able to communicate and plan effectively and work well with students from diversified backgrounds. Must be able to work a flexible schedule which may include evenings and weekends.

SPECIAL LICENSE/CERTIFICATE: Valid driver's license required. Must possess or be able to obtain skid steer certification.

ESSENTIAL FUNCTIONS

Repair and maintain all fences and irrigation pipes at the Livestock Center. May require basic welding and plumbing knowledge.

Perform preventative maintenance on all equipment and tools located at the Livestock Center.

Ensure water troughs, hoses and tank heaters are in good working order at all times.

Perform routine tasks such as weeding, cleaning stalls, feeding and watering animals.

Provide snow and ice removal at the Livestock Center to ensure safety for animals, staff and students.

Ensures a safe learning environment for all activities at the Livestock Center.

Refers students to appropriate on-campus areas for special assistance.

Maintain a physical environment suitable for instruction.

Maintain office hours sufficient to support 1) training of student workers, 2) facility coordination, and 3) appropriate animal healthcare.

As needed, respond to Livestock Center needs after hours and/or on weekends for emergency animal care and emergency maintenance at the Livestock Center.

Conduct regular and frequent audits as required by supervisor.

Communicate with vendors, faculty, students, staff, and others to schedule intake of horses, livestock, hay, and other resources.

Ensure appropriate payment is received and accounted for each horse at the Livestock Center.

Coordinate the implementation of DragonFly Max to collect student, booster, and instructor forms as required in the Sonny Hansen Livestock Center Handbook.

Other duties as assigned by the supervisor, including support for the Rodeo Team at the fairgrounds.

TERMS OF EMPLOYMENT

This is a full-time (40 hrs per week, 12 months per year), Classified, hourly (non-exempt) position.

BENEFITS

Benefits include medical insurance for employee and eligible dependents, Oregon retirement plan, vacation earned at a rate of 6.67 hours per month (80 hrs per year) and sick leave earned at a rate of 8 hours per month.

APPLICATION PROCEDURE

A complete application file consists of the following:

- A letter of interest stating how you are qualified to perform the duties of the position
- A resume
- College transcripts, if any (copies are acceptable at this time)
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

APPLICATION SUBMISSION: All application materials should be submitted or mailed to: HR@tvcc.cc or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

NOTE: If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

**TREASURE VALLEY COMMUNITY COLLEGE IS AN
EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839.

Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.