SKILLED MAINTENANCE MECHANIC
JOB #CCC741
$3,772 - $4,577 per month
(The District pays employee’s portion of PERS retirement contribution)

DATE POSTED: May 6, 2009
CLOSING DATE: May 20, 2009
POSITION LOCATION: Cypress College - Physical Plant
SCHEDULED SHIFT: 7:00 a.m. - 3:30 p.m., Monday through Friday
(Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for the performance of skilled maintenance work on facilities, systems and related
equipment. Perform a variety of maintenance and repair work utilizing the skilled basic trades. Install, repair,
service and maintain facilities, systems and equipment as assigned. Operate a variety of maintenance tools and
equipment including trucks, manual and electrical tools; may operate a forklift as required. Perform inspections of
facilities and equipment as directed; report facilities and equipment malfunctions to appropriate personnel and
recommend repair work. Work independently or collaboratively with other trades personnel to complete activities
and tasks (e.g., HVAC, electrical, carpentry, plumbing, painting and locksmith duties). Maintain a variety of records
related to labor, materials and work orders; order supplies and materials from various vendors according to
established procedures; maintain storage areas in clean and orderly condition. Train and provide work direction and
guidance to others as directed; assist other maintenance personnel as needed. Communicate with students, staff,
instructors, various departments, outside organizations and others, as directed; provide and receive information and
assistance related to work activities. Learn and apply emerging technologies and advances as necessary to perform
duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: High school diploma or equivalent. Minimum three (3) years journey-level experience in
one or more of the basic trades (e.g. HVAC, electrical, carpentry, plumbing, painting, locksmith).

Certification Requirements: At the time of hire, the applicant must possess a valid California Driver License.
The following certifications must be obtained after hire: A valid forklift certification, a valid electric cart certification.
The following training must be completed after hire: Asbestos Awareness (2 hrs), Asbestos Awareness (16 hrs),
Bloodborne Pathogens, Confined Space, Hazard Communication, Industrial Truck/Forklift Certification, Lead
Awareness, Lockout/Tag-out, Respiratory Protection, Utility Cart Certification.

Ability to: Perform skilled maintenance and repair duties in the assigned basic trades; perform major maintenance
using a variety of tools and machines utilized in the basic trades; operate a variety of tools and equipment including
manual and electrical tools; plan, organize and prioritize work; meet schedules and time lines; understand and follow
oral and written directions; establish and maintain effective working relationships with others.
Knowledge of: Methods, tools, materials and equipment used in maintenance and repair work; health and safety regulations; requirements of maintaining school facilities, systems and equipment in a safe, clean and orderly condition; proper methods of storing equipment, materials and supplies; record-keeping techniques.

WORKING RELATIONSHIPS
The Skilled Maintenance Mechanic completes assigned tasks under the direction of the management supervisor.

WORKING CONDITIONS
Indoor and outdoor environment; subject to frequent lifting (up to 70 lbs. unassisted), standing, bending, carrying, crawling, pushing and pulling; subject to constant heat, fumes, and noise; exposure to potential electrical shock from high voltage; exposure to hazardous chemicals and materials.

APPLICATION PROCEDURE
• DISTRICT CLASSIFIED APPLICATION REQUIRED
  → Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool.
  → All mandatory supplemental forms must be completed, signed and returned with the application.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC741, Skilled Maintenance Mechanic, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission. THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE
Completed applications must be received in the Human Resources office on or before May 20, 2009, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.