EMPLOYMENT OPPORTUNITY

North Orange County Community College District
1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810  Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu  Website: www.nocccd.edu

FACILITIES ASSISTANT
JOB #CCC742
$2,766 - $3,352 per month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: April 9, 2009
CLOSING DATE: April 23, 2009
POSITION LOCATION: Cypress College - Production Center / Mailroom
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 performing routine maintenance and administrative duties in the care and maintenance of District facilities, services, buildings and grounds. Receive and deliver District and U.S. mail, equipment and supplies as directed. Provide assistance to facilities maintenance and custodial personnel as required. Prepare District classrooms and facilities for special events or activities; move furniture and set up tables, chairs and equipment as necessary. Load and unload warehouse truck and deliver goods to appropriate departments on campus. Perform minor repairs to buildings and equipment; dispose of obsolete or surplus equipment as directed; assemble and install furniture and equipment as needed. Perform routine maintenance duties as assigned; pick up paper and debris. Secure facility at completion of assigned schedule; turn lights on and off; unlock and lock doors and windows; report sanitary and safety hazards; notify proper authorities of suspicious persons or situations; return items to lost and found. Maintain routine records and forms such as service and supply requests, and time sheets as required. 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: Sufficient training and experience to demonstrate the knowledge, skills and abilities listed.

Special Requirements: A valid California Driver License. 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)

Ability to: Perform routine maintenance and repair work; operate a variety of equipment, machines and vehicles including forklift, electric cart, truck, drill and various hand tools, etc.; understand and follow oral and written directions; establish and maintain effective working relationships with others.

Knowledge of: Basic methods, tools, materials and equipment used in routine maintenance repair work; requirements of maintaining school buildings in a safe, clean and orderly condition; proper methods of storing equipment, materials and supplies; appropriate safety precautions and procedures.
TRAINING REQUIREMENTS
The following training must be completed after hire: Asbestos Awareness (2 hrs), Hazard Communication, Industrial Truck/Forklift Certification, Lead Awareness, Lockout/Tagout, Utility Cart Certification.

WORKING RELATIONSHIPS
The Facilities Assistant completes assigned tasks under direction.

WORKING CONDITIONS
Indoor and outdoor environment; subject to frequent lifting (up to 50 lbs. unassisted), carrying, pushing and pulling, bending and standing; may be exposed to hazardous chemicals and materials.

APPLICATION PROCEDURE

- **DISTRICT CLASSIFIED APPLICATION REQUIRED**
  
  
  \[\rightarrow\] 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.
  
  \[\rightarrow\] 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 #CCC742, Facilities Assistant, 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 April 23, 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. 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.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at http://www.nocccd.edu/Departments/HR/UnlawfulDiscrimination.htm