CARPENTER
JOB #CCC949
$3,772 - $4,577 per month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: August 28, 2008
CLOSING DATE: September 18, 2008
POSITION LOCATION: Cypress College - Physical Plant/Facilities
SCHEDULED SHIFT: 7:00 a.m. - 3:30 p.m., Monday through Friday
(STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for performing skilled carpentry work in the alteration, repair and construction of District facilities and related equipment. Perform carpentry work such as installing or replacing cabinets, counter tops, cabinet doors and paneling. Perform rough carpentry for new and repair work; repair walls, floors, roofs and other damaged structures; hang and repair doors. Build partitions; construct walls using paneling and other decorative materials; replace and repair partitions, ceilings, broken tiles and other items; repair, construct and install ceiling, floor and ceramic tile. Perform mill and cabinetry work such as constructing and installing cabinets, bookshelves, bulletin boards and blackboards. Prepare drawings and sketches of construction and repairs projects; estimate cost and assure that the material is available to meet repair requirements; maintain records of materials used. Assist in performing other skilled maintenance duties as assigned such as pouring and finishing cement and constructing signs. Repair furniture, equipment and wooden fixtures; construct closets, cases and shelving; fasten tables and chairs to floor. Operate saws, lathes, planers, shapers, joiners, sanders and other wood working machinery and forklifts; maintain and service tools and equipment. Learn and apply emerging technologies 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. Any combination of training and experience equivalent to five (5) years in the trade including one (1) year of journey level experience.

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: Utilize carpentry tools and machines; plan and lay out carpentry work, including estimating labor and material cost; work from blueprints, rough drawings and sketches; make arithmetic calculations quickly and accurately; plan, organize and prioritize work; work independently with little direction; meet schedules and time lines; understand and follow oral and written directions; establish and maintain effective working relationships with others.
Knowledge of: Equipment utilized in the carpentry trade; materials, tools, shop math and procedures used in performing rough and finished carpentry; basic qualities and uses of various woods and other construction materials; repair methods for furniture and tile; health and safety regulations; technical aspects of field of specialty.

WORKING RELATIONSHIPS
The Carpenter maintains frequent contact with various departments and personnel, and outside vendors and contractors.

WORKING CONDITIONS
Indoor and outdoor environment; subject to working around sawdust and subject to adverse weather conditions; work involves lifting (up to 70 lbs. unassisted), carrying, pushing, pulling, working on ladders, lifts and scaffolds; exposure to hazardous 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.

Applications may be downloaded at [www.nocccd.edu](http://www.nocccd.edu), or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC949, Carpenter, 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 **September 18, 2008, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

SELECTION PROCESS
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.