EMPLOYMENT OPPORTUNITY

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

ELECTRICIAN
JOB #CCC988
$3,772 - $4,577 per month
(2 Positions)

(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: September 2, 2008 100% Position, 12 MONTHS PER YEAR
CLOSING DATE: September 22, 2008
POSITION LOCATION: Cypress College – Physical Plant/Facilities
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 skilled journey-level electrical work in the installation, maintenance and repair of electrical systems and equipment. Perform minor repairs to related electrical equipment; replace fuses, switches, light bulbs, fluorescent tubes, receptacles and other fixtures; perform preventive maintenance duties as assigned. Install and perform repairs of electrical systems and controls for lighting. Diagnose and resolve electrical and wiring problems; test, troubleshoot and repair motors and related controls, gears and equipment. Communicate with a variety of District personnel regarding service requests and electrical problems. Communicate with vendors, manufacturers and other electrical repair personnel to purchase materials, exchange information and discuss repair/servicing techniques; order, receive and store electrical materials and supplies. Operate a variety of tools and equipment including drills, voltage testers, ohmmeter, other maintenance tools and safety equipment. Observe and comply with Federal, State and local electrical codes; observe safety of others and take precautionary measures if necessary while repairs are in progress. Maintain a variety of records and reports regarding service requests and time and materials used. 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 AND any combination of training and experience equivalent to journey level experience.

Ability to: Work from sketches, plans, drawings, blueprints and specifications; analyze situations accurately and adopt an effective course of action; safely operate a variety of tools and equipment including drills, voltage testers, ohmmeter; plan, organize and prioritize work; work independently with little direction; meet schedules and time lines; understand and follow oral and written directions; communicate effectively, both orally and in writing; establish and maintain effective working relationships with others.

Knowledge of: Installation, repair and maintenance of electrical systems and equipment; materials, methods, tools and equipment used in electrical work; basic electrical theory and calculation of formulas; electrical codes and their proper implementations; health and safety regulations; record keeping techniques.

Over
WORKING RELATIONSHIPS
The Electrician maintains frequent contact with various District departments and personnel, and outside contractors.

SPECIAL REQUIREMENTS
A valid California Driver’s License

TRAINING REQUIREMENTS
The following training must be completed after hire: Asbestos Awareness (16 hours); Confined Space; Industrial Truck/Forklift Certification; Lead Awareness; Lockout/Tagout; Respiratory Protection; Utility Cart Certification

WORKING CONDITIONS
Indoor and outdoor environment; subject to adverse weather conditions; exposure to high voltage and assorted chemicals such as fiberglass and asbestos; subject to lifting (up to 50 pounds unassisted), standing, bending, using stairways, ladders (heights up to 75 ft.), scaffolds, crawling in confined areas.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1) District Classified Application
   → 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, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC988, Electrician in all correspondence. You may include cover letters, resumes, and 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 22, 2008, 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.