North Orange County Community College District

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

BUILDING MAINTENANCE COORDINATOR
JOB #DEC960
$4,161 - $5,046 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED:  May 27, 2010  g  100% Position, 12 MONTHS PER YEAR
CLOSING DATE:  June 23, 2010
POSITION LOCATION:  Anaheim Campus - Facilities
SCHEDULED SHIFT:  7:00 a.m. to 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 coordinating the day-to-day operations and maintenance for the Anaheim campus high-rise facility, including performing preventative maintenance and repair of facilities operating systems and mechanical equipment and directing or performing skilled work in the repair, inspection, and servicing of building operating systems and related equipment and facilities. Plan, organize, coordinate and direct the daily operation and maintenance of HVAC, electrical, plumbing/pumping, and other building systems; monitor the operation of automated building systems; inspect mechanical areas to evaluate equipment operation and system settings on a regular basis; perform general facilities structural, equipment and landscaping inspections to identify unsafe or malfunctioning conditions. Assist in the development and implementation of a preventive maintenance program for building operating systems and mechanical equipment; perform preventative maintenance and repair of building systems and special projects as assigned; coordinate maintenance and repair efforts with outside contractors as directed. Assist in coordinating the maintenance and repair of specialized mechanical systems associated with building services (e.g., laboratories, culinary arts, computer rooms); assist with the installation and modification of building equipment systems. Diagnose mechanical and electrical problems; repair or replace defective parts in units and equipment and controls including thermostats, automatic switches, fan controls, damper motors, louvers, relays, filters, belts, compressors, heat exchanges, metering devices, high limit controls, pressure controls, safety valves and automatic gas valves; monitor and test equipment to assure proper and safe operating conditions. Lubricate heating, ventilating and refrigeration motors, pumps, fans and related equipment; regenerate water softeners. Coordinate or perform installation/repairs of plumbing or pipe fitting problems including systems that carry/deliver/drain potable water, waste water, chlorfer water, cooling tower systems, water pumps, pressure and temperature safety valves. Inspect and repair boilers; test water samples and adjust chemical feeding equipment for proper water treatment. Check and replace thermo-couples and pilot generators; clean and adjust pilots. Communicate with students, staff, instructors, various departments, outside organizations and others to provide and receive information and assistance related to work activities; attend meetings as required. Purchase supplies and parts from vendors; recommend repair work to be contracted outside; prepare and maintain logs and records related to daily activities as required. Train and provide work direction and guidance to others as directed

REQUIRED QUALIFICATIONS:

Education and Experience:
• High School diploma or equivalent.
• Minimum five (5) years journey-level experience in the maintenance and repair of heating and air-conditioning equipment.
• Demonstrated experience in building operations and maintenance, and repair of facilities equipment and operating systems (e.g., plumbing/pumping, electrical, heating and air conditioning equipment, fire/life/security systems), including experience in a lead capacity, preferably in a high-rise building.

Knowledge of: Applicable District codes and ordinances; materials, tools, and equipment utilized in maintenance and repair of building operating systems; life safety (fire protection, fire alarm and smoke management, security) and energy management systems; high rise plumbing and water/wastewater systems; air conditioning and heating systems and boiler operations; proper methods of storing equipment, materials and supplies; basic electrical theory; welding and soldering techniques; health and safety regulations; building maintenance codes and regulations applicable to high rise facilities; record keeping techniques.
Ability to: Work from blueprints, shop drawing and sketches; use a variety of tools and equipment utilized in basic mechanical repairs; supervise the preventive maintenance and repair of building mechanical equipment; operate a personal computer to adjust schedules of building operating systems (e.g., heating and air conditioning units, energy management systems) within pre-established programs; plan, organize and prioritize work; meet schedules and time lines; analyze situations correctly and adopt an effective course of action; train and direct the work of others; understand and follow oral and written directions; communicate effectively, both orally and in writing; establish and maintain effective working relationships with others.

**DESIENABLE QUALIFICATIONS:**
Building Operator Certification; Valid Boiler Certification

**SPECIAL REQUIREMENTS:**
A valid California’s Drivers License.

**TRAINING REQUIREMENTS (Must be completed after hire):**
Asbestos Awareness; Confined Space; Industrial Truck/Forklift Certification; Lead Awareness; Lockout/Tagout; Respiratory Protection; Utility Cart Certification; Other training/certifications as required by local, state and federal codes.

**WORKING RELATIONSHIPS:**
The Building Maintenance Coordinator maintains frequent contact with coworkers, various District departments, students, vendors and outside agencies.

**WORKING CONDITIONS:**
Indoor and outdoor environment; subject to frequent lifting (up to 70 pounds unassisted), standing, bending, carrying, crawling in confined areas, pushing and pulling; using stairways and ladders; 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.

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# DEC960, Building Maintenance Coordinator, 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 **June 23, 2010, 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.**