EMPLEYMENT OPPORTUNITY

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

ELECTRICIAN
JOB #FCC802
$3,772 – $4,577 per month

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

DATE POSTED:       June 2, 2011
100% Position, 12 MONTHS PER YEAR
CLOSING DATE:      June 20, 2011
POSITION LOCATION: Fullerton College – Physical Plant/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 performing skilled journey-level electrical work in the installation, maintenance and repair of electrical systems and equipment. Inspect, repair, install, service and maintain electrical systems including conduits, lighting and power circuits, transformers, generators, control equipment, switches, switchgears, motors, fire alarms and clocks. 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; 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.

QUALIFICATIONS:
Education and Experience: High School Diploma or equivalent AND any combination of training and experience equivalent to journey level experience.

Certification Requirements: At the time of hire, the applicant must possess a valid California Driver License. The following training must be completed after hire: Asbestos Awareness (16 hrs), Confined Space, Industrial Truck/Forklift Certification, Lead Awareness, Lockout/Tag-out, Respiratory Protection, Utility Cart Certification.

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: The 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.

Licenses and other requirements: Valid California Driver’s License.

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

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 (All sections must be completed.)
   -> Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2) Copy of valid California Driver’s License
   -> Must be submitted with application. Applications submitted without a copy of California Driver’s License will be deemed incomplete and will not be considered.

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 #FCC802, 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 June 20, 2011, 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.

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 www.nocccd.edu.