FACILITIES CUSTODIAN COORDINATOR II
JOB #FCC652
$3,195 - $3,863 per month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: September 11, 2008
CLOSING DATE: September 25, 2008
POSITION LOCATION: Fullerton College - Physical Plant/Facilities
SCHEDULED SHIFT: 6:00 a.m. - 2:30 p.m., Monday through Friday
(STARTING DATE: November 12, 2008)

TYPICAL DUTIES
This position is responsible for coordinating and directing the custodial operations and activities of an assigned area and directing and coordinating the work of assigned personnel. Plan, organize, coordinate and direct the operations and activities of the assigned area. Coordinate and participate in the preparation of facilities for special events, activities or meetings; oversee and participate in the set-up of equipment and furniture as necessary. Maintain inventory control; order, receive and store new equipment and supplies; assure the proper disposal of surplus or obsolete equipment. Coordinate and arrange the pick up and delivery of equipment, supplies and other materials including warehouse orders. Oversee and direct services to assure safety, maintenance and securing of campus grounds, building and facilities; assign regular work schedules to assure the cleanliness and safe conditions of buildings and facilities. Respond to emergency or special requests for maintenance, repairs or other problems. Communicate with other campus and District departments and personnel, vendors, police department, post office, students and the public as necessary to coordinate departmental operations and activities. Prepare, maintain and review various records and reports related to operations and activities of assigned area as required. Train and provide work direction and guidance to others as directed. 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. Minimum two (2) years increasingly responsible experience in the facilities maintenance field including experience in a lead capacity.

Ability to: Plan, organize, assign, coordinate and direct the operations and activities of college buildings and facilities; plan, organize, assign and inspect the work of assigned personnel; operate and maintain a variety of equipment, machines and vehicles such as forklift, electric cart, truck, drill and various hand tools; perform routine maintenance and repair work; analyze situations accurately and adopt an effective course of action; learn to interpret, apply and explain rules, regulations, policies and procedures; maintain records and prepare reports; meet schedules and time lines; 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.

Knowledge of: The operations and activities of campus facility services including parking, mail, maintenance, inventory, security and facilities services; the requirements of maintaining school buildings and facilities in a safe, clean and orderly condition; the proper methods, materials, tools and equipment used in maintenance and custodial work; the modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures; the proper methods of storing equipment, materials and supplies; record keeping techniques and inventory control; appropriate safety precautions and procedures; interpersonal skills using tact, patience and courtesy.
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)

TRAINING REQUIREMENTS
The following training must be completed after hire: Electric Cart Certification, Forklift Operation Certification.

WORKING RELATIONSHIPS
The Facilities Custodian Coordinator II maintains frequent contact with appropriate District departments and personnel, and outside vendors.

WORKING CONDITIONS
Indoor and outdoor environment; subject to frequent lifting (up to 50 lbs. unassisted), carrying, pushing and pulling; fumes from cleaning chemicals; exposure to cleaning agents or hazardous chemicals; subject to exposure to biological conditions which may be unhealthful or hazardous.

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 # FCC652, Facilities Custodian Coordinator II, 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 25, 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. 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