EMPLOYMENT OPPORTUNITY

1830 W. Romneaya 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

Qualified District employees are encouraged to apply

FACILITIES CUSTODIAN I
JOB #FCC820
$2,651 - $3,209 per Month

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

DATE POSTED: October 30, 2007
CLOSING DATE: November 16, 2007
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 maintaining an assigned group of classrooms, restrooms, offices and related facilities in a clean and orderly manner. Sweep, scrub, mop, strip and wax floors; vacuum and shampoo rugs and carpets in classrooms, offices, workshops and other work areas; water indoor plants. Clean, dust and polish furniture and woodwork including desks, cabinets and tables; wash windows and walls; erase chalkboards. Empty and clean waste receptacles and pencil sharpeners; pick-up paper; pick-up trash containers and empty into large bins. Clean restrooms including floors, walls, fixtures, mirrors, toilets and urinals; polish metal fixtures; order and restock supplies. Move and arrange furniture and equipment; set-up furniture, equipment, materials and supplies for special events and meetings. Perform minor repairs to buildings, fixtures and equipment; replace lights; clean and adjust shades and blinds; adjust desks and other furniture; report other repair and maintenance needs and assist others in making repairs as required. Secure facility at completion of assigned schedule; turn lights on and off; unlock and lock doors and windows; report sanitary and safety hazards; notify proper authorities of suspicious persons or situations; return items to lost and found. Wash outdoor stairs, patios, bleachers and other facilities; sweep sidewalks; clean drinking fountains. 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: Sufficient training and experience to demonstrate the knowledge, skills and abilities listed.

Knowledge of: Proper methods, materials, tools and equipment used in custodial work; requirements of maintaining school buildings in a safe, clean and orderly condition; appropriate safety precautions and procedures; modern cleaning methods including basic methods of cleaning and preserving floors, chalk boards, carpets, furniture, walls and fixtures; proper methods of storing equipment, materials and supplies.

Ability to: Use cleaning materials, equipment and methods according to pre-determined standards; learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work; perform minor repairs to tools, equipment and facilities; maintain tools and equipment assigned in clean working order and provide proper security; plan, organize and prioritize work; meet schedules and time lines; understand and follow oral and written directions; establish and maintain effective working relationships with others.
WORKING RELATIONSHIPS

The Facilities Custodian I completes assigned tasks under the direction of a supervisor.

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** *(All sections must be completed)*

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 #FCC820, Facilities Custodian I, 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 **November 16, 2007, 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.**