FACILITIES CUSTODIAN COORDINATOR II
JOB #FCC931
$3,890 – $4,704 per Month
(Includes 10% Shift Differential)
This is a classified position subject to a one-year probationary period.

DATE POSTED: November 11, 2014
CLOSING DATE: December 4, 2014
POSITION LOCATION: Fullerton College – Physical Plant/Facilities
SCHEDULED SHIFT: 10:00 p.m. to 6:30 a.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 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 service 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 AND minimum of two (2) years increasingly responsible experience in facilities maintenance field including experience in a lead capacity.

Knowledge of: The operations and activities of campus facility services including parking, mail, maintenance, inventory, security and facilities services; requirements of maintaining school buildings and facilities in a safe, clean, and orderly condition; proper methods, materials, tools and equipment used in maintenance and custodial work; modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls, and fixtures; 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.

Ability to: 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.

Licenses and other requirements: Position requires a valid California Driver’s License. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees
must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0).

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

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

**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:**

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. 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 Driver’s License
   → Must be submitted with application. Applications submitted without a copy of valid 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 #FCC931, Facilities Custodian Coordinator II, 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 December 4, 2014, 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. NOCCCD will not sponsor any visa applications.

**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.