The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a presentation and/or a written exercise related to the assignment 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.

The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

CYPRESS COLLEGE – “Minds. Motivated.”
Cypress College has motivated the minds of students since 1966. For nearly a half-million people – including actors, athletes, doctors, executives, mechanics, nurses and teachers – Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class is often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Cypress College – Minds. Motivated.

Cypress College’s 16,500 students and the highly qualified teaching faculty are proud of the many excellent academic and vocational programs. Cypress College offers 50 university-transfer majors, 137 career-certificate programs, and degrees in 61 areas of study. Dr. Robert Simpson is the president.

Cypress College can be found on the web at www.cypresscollege.edu.

NOCCCD – “Greatness. Achieved.”
The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our college students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in our continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected by trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2013-14 was $190 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

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.

For further information about the position contact:
Director, Physical Plant/Facilities
amiranda@cypresscollege.edu

Manager, Custodial Services
Job #CCM958
THE POSITION
MANAGER, CUSTODIAL SERVICES
Job #CCM958
STARTING DATE
Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION
This position is responsible for planning, organizing and directing the work of assigned night shift custodial personnel engaged in the daily operation and maintenance of buildings and facilities at an assigned campus.

DUTIES AND RESPONSIBILITIES
Plan, schedule, coordinate, inspect, supervise and evaluate the day-to-day custodial operations of assigned night shift custodial personnel engaged in the cleaning of buildings and facilities; develop and implement work schedules, goals, priorities and standards for custodial activities; inspect work for completion and conformance with standards.

Order, receive, inspect, store and issue custodial supplies, materials and equipment; monitor supply and equipment inventories; maintain and repair custodial equipment.

Assist with routine custodial project work as a working supervisor, as necessary; make minor repairs to plant equipment and fixtures.

Assist in the preparation of maintenance and operations budget; monitor and control budget expenditures; develop, prepare and maintain a variety of detailed and comprehensive reports, records and files related to assigned operations and activities.

Inspect buildings and facilities for maintenance needs and safety hazards; identify and document problem areas; report damage or irregularities requiring facility or equipment repair; prepare repair requests and work orders as necessary.

Organize, attend, or chair a variety of administrative and staff meetings as required; serve on committee and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

Perform related duties as assigned.

SPECIAL REQUIREMENTS
Valid California Driver’s License.

MINIMUM QUALIFICATIONS
High school diploma.

Minimum three years of journey-level custodial experience in the cleaning and maintenance of buildings and facilities, preferably in an educational institution.

Minimum of one year of experience in a custodial supervisory or lead capacity.

DESIRABLE QUALIFICATIONS
Develop and implement work standards.

Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

Analyze situations and take appropriate actions.

Effective oral and written communication skills.

Experience with and commitment to working with culturally and ethnically diverse groups.

SALARY
This is a designated classified management position subject to a one-year probationary period. The initial salary placement range is $57,274 - $72,471 annually. 12-month contract. Initial salary placement will be determined by the District Office of Human Resources in accordance with Board Policy and is not negotiable.

BENEFITS
The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE
Reference Job #CCM958 in all correspondence. Download the District Classified/Classified Management Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at 714-908-4810. All application materials must be submitted with the District Classified/Classified Management application as a complete package.

A complete application package MUST include the following:

1. Completed District Classified/Classified Management Application.

2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.

3. Resume describing educational background and work experience.

4. Copy of valid California Driver’s License.

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to:
Human Resources Office
North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, March 10, 2014. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.