
Founded in 1913, Fullerton College is the oldest community college in continuous operation in California. As one of five institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system.

The 83-acre campus features instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus. Dr. Rajen Vurdien is the President.

Fullerton College offers its students a comprehensive academic experience, in a real college setting. We are committed to quality education in all areas of study, ranging from transfer-level courses to career certificate programs. These programs, coupled with our full complement of student support services and excellent faculty virtually ensure student success.

Fullerton College is a designated Hispanic-Serving Institution authorized under Title V of the Higher Education Act. The College recognizes the value of diversity in the academic environment of students, as well as faculty and staff, in promoting mutual understanding and respect, and in providing suitable role models for students.


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.

Fullerton College and Cypress College offer extensive continuing education 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.

For more information about the position contact:
Larry Lara
Director, Physical Plant/Facilities
Ilara@fullcoll.edu

Job #FCM955
Manager, Custodial Services
Fullerton College
Excellence. Elevated.
MANAGER, CUSTODIAL SERVICES

Job #FCM955

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 cleaning of buildings and facilities at an assigned campus.

DUTIES AND RESPONSIBILITIES
Duties and responsibilities are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

- 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 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.

DESIABLE 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, such as time studies, work measurements and developing proper job setups.

Evidence of training in the use of equipment and materials used in industrial, commercial, or public environments.

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 #FCM955, Manager, Custodial Services 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) 808-4810. 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 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, November 5, 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.