required medical certification pursuant to statute. Immigration Reform and Control Act; fingerprints and three (3) days of employment, pursuant to the verification of experience prior to the first duty required to provide the following: official transcripts the scheduled examination/interview date. 4821 at least three (3) business days in advance of interview. Reasonable accommodations for applicants with minimum qualifications DOES NOT ensure an candidates selected as finalists. Possession of the consideration. A second interview may be required of Committee will determine those candidates for final written exercise related to the assignment may be the time of the interview a presentation and/or a 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.


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.


DEADLINE FOR APPLICATIONS

Application package must be received by 5:00 pm, November 11, 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.

SELECTION PROCESS

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.
THE POSITION
MANAGER, MAINTENANCE AND OPERATIONS
JOB #FCM974

STARTING DATE
Within a mutually agreeable time as soon as possible after acceptance of the position.

BASIC FUNCTION
Under the direction of the college Vice President or designee, this position is responsible for planning, organizing and directing the overall maintenance and operations functions for the college campus.

DUTIES AND RESPONSIBILITIES
Duties and responsibilities as presented 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.

- Manage the overall campus maintenance and operations program including custodial, grounds and maintenance functions; consult with campus management and coordinate activities in matters pertaining to assigned functions; evaluate the effectiveness of the maintenance and operations program.
- Plan and organize maintenance and operations functions; develop and implement schedules for assigned activities; establish work standards and operations functions in accordance with established policies.
- Initiate, review and approve work orders, service requests, time sheets, requisitions and related documents; maintain various records regarding work orders, labor and materials utilized, personnel assigned, budgets and special programs.
- Establish and implement a preventative maintenance program for the campus; assure schedules and activities are communicated; monitor results.
- Coordinate campus maintenance and operations safety practices, identify and provide for elimination of hazards; maintain record of inspections of fire alarm, fire extinguisher, fire sprinkler, emergency generators and emergency lighting.
- Assist in the preparation of maintenance and operations budget activities; estimate expenditures for operations of activities on assigned campus; monitor expenditures during the year to assure operation within budgeted levels.
- Inspect campus for maintenance and safety hazards; prepare work orders as necessary; provide feedback to maintenance and operations staff regarding the general appearance and operations of the campus; establish priorities of maintenance and designate maintenance in terms of repair, alteration, planned or emergency maintenance protocol.
- 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 the selection and hiring processes.
- Plan, organize and arrange appropriate training and development activities for assigned staff; 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.
- Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic background of students.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS
Any combination equivalent to an Associate degree and six years of general experience working in operations, maintenance or facilities functions, preferably with at least two years as a supervisor in one of the functions supervised.

The award of all degrees must be verifiable on a legible transcript.

DESIABLE QUALIFICATIONS
Effective oral and written communication skills.

Administrative experience preferably in public higher education.

Knowledge of Safety Codes, hazardous materials handling and management, OSHA compliance and standards as related to the Community College environment.

Experience developing and implementing work standards.

SPECIAL REQUIREMENTS
Position requires a valid Driver’s License. Incumbent may be required to travel off site for business reasons.

SALARY
This is a designated classified management position subject to a one year probationary period. The initial salary placement range is $72,640 - $91,912 annually, 12-month contract, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the 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 #FCM974 in all correspondence. Download the District 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 Management Application as a complete package.

A complete application package MUST include the following:

1. Completed District 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. Undergraduate AND graduate college transcripts (may be unofficial). Evidence of degree conferred/awarded must be printed on the transcripts. Evaluations of foreign degrees and/or course work are required. See www.nocccd.edu/employment for information regarding evaluation of foreign degrees.
5. Copy of valid California Driver’s License. Must be submitted with application.

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 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...