SKILLED MAINTENANCE ASSISTANT
JOB #FCC639
$3,275 – $3,960 per month
The District pays employee’s portion of PERS retirement contribution.
This is a classified position subject to a one-year probationary period.

DATE POSTED: April 3, 2014
CLOSING DATE: April 22, 2014
POSITION LOCATION: Fullerton College – Physical Plant/Facilities
SCHEDULED SHIFT: 6:00 a.m. to 2:30 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 assisting in the performance of semi-skilled to skilled maintenance work on buildings, systems and related equipment. Perform a variety of building maintenance and repair work utilizing the basic trades. Assist in the maintenance of facilities; repair offices, hallways, restrooms, classrooms, and building exteriors; repair and install various dispensers; install chalkboards, bulletin boards, dispensers, pencil sharpeners, signs and other equipment as assigned. Operate a variety of maintenance tools and equipment including trucks, manual and electrical tools; may operate a forklift as required. Report facilities and equipment malfunctions to appropriate personnel. Assist skilled-trades personnel to complete activities and tasks (e.g., electrical, carpentry, plumbing, painting and locksmith duties). Maintain a variety of records related to labor, materials and work orders. Order supplies and materials from various vendors according to established procedures. Maintain storage areas in clean and orderly condition. 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 sufficient maintenance experience involving training in basic trades to demonstrate the knowledge, skills and abilities listed below.

Certification Requirements: At the time of hire, the applicant must possess a valid California Driver’s License. The following certifications must be obtained after hire: A valid forklift certification and a valid electric cart certification.

Training Requirements:
The following training must be completed after hire: Asbestos Awareness (2 hrs), Asbestos Awareness (16 hrs), Bloodborne Pathogens, Confined Space, Hazard Communication, Industrial Truck/Forklift Certification, Lead Awareness, Lockout/Tagout, Respiratory Protection and Utility Cart Certification.

Ability to: Perform skilled and semi-skilled maintenance and repair duties in the assigned basic trades; perform minor maintenance using a variety of tools and machines utilized in the basic trades; operate a variety of tools and equipment including manual and electrical tools; 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.

Knowledge of: methods, tools, materials and equipment used in maintenance and repair work; health and safety regulations; requirements of maintaining school buildings in a safe, clean and orderly condition; proper methods of storing equipment, materials and supplies; record-keeping techniques.

WORKING RELATIONSHIPS
The Skilled Maintenance Assistant completes assigned tasks under the direction of the skilled trades person or management supervisor.

WORKING CONDITIONS
Indoor and outdoor environment; subject to frequent lifting (up to 70 pounds unassisted), standing, bending, carrying, crawling, pushing and pulling; subject to constant heat, fumes, and noise; exposure to potential electrical shock from high voltage; exposure to hazardous chemicals and materials.

APPLICATION PROCEDURE:

Applicants MUST submit the following items:

1) District Classified Application (All sections must be completed.)
   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 California Driver’s License:
   Must be submitted with application. Applications submitted without a copy of California 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 #FCC639, Skilled Maintenance Assistant 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 April 22, 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. 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) 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.