SKILLED MAINTENANCE MECHANIC
JOB #DEC932
$4,175 - $5,066 per Month
This is a classified position subject to a one-year probationary period.

DATE POSTED: February 23, 2015
CLOSING DATE: March 16, 2015
POSITION LOCATION: Anaheim Campus – Physical Plant/Facilities
SCHEDULED SHIFT: 8:30 a.m. – 5:00 p.m.; Monday – 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 the performance of skilled maintenance work on facilities, systems and related equipment. Perform a variety of maintenance and repair work utilizing the skilled basic trades. Install, repair, service and maintain facilities, systems and equipment as assigned. Operate a variety of maintenance tools and equipment including trucks, manual and electrical tools; may operate a forklift as required. Perform inspections of facilities and equipment as directed; report facilities and equipment malfunctions to appropriate personnel and recommend repair work. Work independently or collaboratively with other trades personnel to complete activities and tasks (e.g., HVAC, 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. Train and provide work direction and guidance to others as directed; assist other maintenance personnel as needed. Communicate with students, staff, and instructors, various departments, outside organizations and others, as directed; provide and receive information and assistance related to work activities. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned. In addition to the essential functions, this position may be responsible for the maintenance of swimming pools, including conducting chemical testing and treatment to maintain proper water balance and sanitation.

QUALIFICATIONS
Education and Experience: High school diploma or equivalent AND minimum three (3) years journey-level experience in one or more of the basic trades (e.g. HVAC, electrical, carpentry, plumbing, painting, locksmith).

Ability to: Perform skilled maintenance and repair duties in the assigned basic trades; perform major 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; analyze situations accurately and adopt an effective course of action; understand and follow oral and written directions; establish and maintain effective working relationships with others; operate pool cleaning equipment (if pool maintenance duties are assigned).

Knowledge of: Methods, tools, materials and equipment used in maintenance and repair work; health and safety regulations; requirements of maintaining school facilities, systems and equipment in a safe, clean and orderly condition; proper methods of storing equipment, materials and supplies; record-keeping techniques; use and application of pool chemicals and tests (if pool maintenance duties are assigned); materials, equipment, terminology and methods used in pool maintenance (if pool maintenance duties are assigned).

SPECIAL REQUIREMENTS
A valid Driver’s License. The following certifications must be obtained after hire: Valid Forklift Certification; Valid Electric Cart Certification and Pool Technician Certification (if pool maintenance duties are assigned).

Over
TRAINING REQUIREMENTS
The following 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; Utility Cart Certification.

DESERABLE QUALIFICATIONS
Experience in maintaining water piping and drainage systems. Experience installing, repairing and maintain domestic, commercial and industrial plumbing fixtures and systems. Ability to test pipes for leaks using water as well as air pressure gauges and locate pipe connections. Knowledge of legal restrictions and safety rules. Ability to read drawings and figures to understand layout of water supply, waste and venting systems.

WORKING RELATIONSHIPS
The Skilled Maintenance Mechanic completes assigned tasks under the direction of the management supervisor.

WORKING CONDITIONS
Indoor and outdoor environment; subject to frequent lifting (up to 70 lbs. unassisted), standing, bending, carrying, crawling, pushing and pulling; subject to constant heat, fumes, and noxious odors; subject to frequent lifting (up to 70 lbs. 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, exposure to adverse weather conditions.

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 forms will result in exclusion from the applicant pool.

2) Copy of Driver’s License:
   Must be submitted with application. Applications submitted without a copy of a 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 #DEC932, Skilled Maintenance Mechanic, 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 March 16, 2015, 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.) In some locations, may require special licenses or certifications. 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.