

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Facilities Assistant	Range:	28
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing routine maintenance and administrative duties in the care and maintenance of District facilities, services, buildings and grounds.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Receives and delivers District and U.S. mail, equipment and supplies as directed.
2.	Provides assistance to facilities maintenance and custodial personnel as required.
3.	Prepares District classrooms and facilities for special events or activities; moves furniture and sets up tables, chairs, and equipment as necessary.
4.	Loads and unloads warehouse truck and delivers goods to appropriate departments on campus.
5.	Performs minor repairs to buildings and equipment; disposes of obsolete or surplus equipment as directed; assembles and installs furniture and equipment as needed.
6.	Performs routine maintenance duties as assigned; picks up paper and debris.
7.	Secures facility at completion of assigned schedule; turns lights on and off; unlocks and locks doors and windows; reports sanitary and safety hazards; notifies proper authorities of suspicious persons or situations; returns items to lost and found.
8.	Maintains routine records and forms such as service and supply requests, and time sheets as required.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Facilities Assistant completes assigned tasks under direction.

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EDUCATION AND EXPERIENCE

Sufficient training and experience to demonstrate the knowledge, skills and abilities listed

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of basic methods, tools, materials and equipment used in routine maintenance repair work
Knowledge of requirements of maintaining school buildings in a safe, clean and orderly condition
Knowledge of proper methods of storing equipment, materials and supplies
Knowledge of appropriate safety precautions and procedures
Ability to perform routine maintenance and repair work
Ability to operate a variety of equipment, machines, and vehicles including forklift, electric cart, truck, drill and various hand tools, etc
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License

TRAINING REQUIREMENTS

Asbestos Awareness (2 hrs)
Hazard Communication
Industrial Truck/Forklift Certification
Lead Awareness
Lockout/Tagout
Utility Cart Certification

WORKING CONDITIONS

Indoor and outdoor environment; subject to frequent lifting (up to 50 lbs. unassisted), carrying, pushing and pulling, bending and standing; may be exposed to hazardous chemicals and materials.
