CHAFIFEY COLLEGE

Invites applications for:

FACILITY MAINTENANCE ATTENDANT

Application deadline: Wednesday, December 19, 2012 4:00 P.M.

POSITION DESCRIPTION
Under general supervision, maintain an assigned area of buildings and related grounds in a clean, orderly, sanitary and safe condition, make deliveries throughout the campus, move furniture and perform minor maintenance and repairs; perform related duties as required.

RESPONSIBILITIES INCLUDE
Duties may include but are not limited to:
- Dust, sweep, mop, scrub, strip, wax, and buff floors of various materials; vacuum and shampoo carpets and rugs; wash, and polish cabinets, furniture, metals, and woodworking.
- Clean windows, door panels, glass, and drinking fountains; wash, scrub, and disinfect sinks, urinals, commode seats, and tile surfaces in restrooms; replace and hang new dispensers, refill lavatory dispensers with soap, tissue, and towels; empty, clean and sanitize waste containers and dispose of waste contents; clean blackboards, whiteboards, and erasers.
- Clean employee lounges, halls, lobbies, classrooms, conference rooms, and offices including ceilings, walls, floors, shades, drapes, blinds, fixtures, furnishings, furniture, and equipment; replaces light bulbs, fluorescent tubes and light covers.
- Move, assemble and arrange furniture and equipment within and between buildings and locations according to standard plan for specific instructions. Make minor repairs to furniture. Drive a truck or van to make deliveries of furniture, equipment or supplies.
- Sweep walks and entrances, pick up litter and other refuse surrounding the assigned buildings.
- Participate in intensive cleaning and restoring of school facilities, especially during school breaks.
- Maintain and make minor repairs to equipment such as vacuum sweepers, heaters, water heaters, electric hand tools, fans, walk-in refrigerators, and air conditioners; operate, clean and maintain equipment such as scrub machines, and carpet shampooers.
- Set up, open and close rooms (i.e. quad, museum and gallery patio, athletic fields, etc.) for regular and special events.
- Perform a variety of general, non-technical building repair and maintenance tasks requiring the use of ladders and small hand tools.
- Replenish stock of cleaning supplies (i.e. light bulbs, batteries in urinals and toilets) in assigned area.
- Observe and report security breaches, fire or safety hazards.
- Perform related duties as assigned.

DISTRICT QUALIFICATIONS
- Any combination of education, training and experience that provides the required knowledge, skills, and abilities; an example of this would be one (1) year performing custodial work and minor building repair.
- Experience working in a related field.
- Possession of a high school diploma or equivalent.
- Knowledge of methods and equipment used in the cleaning of floors, walls, and fixtures.
- Knowledge of cleaning materials, disinfectants and equipment used in custodial work.
- Demonstrated skill in operation of cleaning equipment (including vacuum cleaners, scrub machines, and carpet shampooers).
- Ability to adapt to changing work priorities.
- Ability to use cleaning materials and equipment with skill and efficiency.
- Ability to perform heavy physical labor, climb ladders, and lift heavy objects.
- Ability to understand and follow a work schedule, as well as verbal and written instructions.
- Clear evidence of sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.

SPECIAL CONDITIONS
- Possession of a valid California driver’s license is required.
- Ability to pass a post-offer, pre-employment physical.
- Working Hours: 1:00 p.m. - 10:00 p.m., Tuesday through Saturday.
- Must be willing to work varying schedules including days, evenings, and weekends. The college reserves the right to transfer employees to any of the College’s campuses per the collective bargaining agreement.
- Incumbents are routinely exposed to chemicals used in industrial cleaning and pest control, to noise from machines such as vacuum cleaners and carpet shampoo machines, and to unsanitary conditions that they are assigned to correct. There may be exposure to other chemicals being used in assigned work areas, such as paint fumes from chemistry and other lab areas.
- These positions may perform strenuous physical work in unfavorable weather conditions, and require work with potentially hazardous chemicals such as pesticides.

APPLICATION PROCESS
Application must be filled out completely and in detail. The application package must include a District application. Please do not include any additional documents.

CONDITIONS OF EMPLOYMENT
This is a 12-month, full-time, classified bargaining unit position. Starting date: as soon as possible. Range 7 of the CSEA Salary Schedule, with a starting salary (including the shift differential) of Step A, $2,762/month; progresses over time to $3,848/month. Excellent benefit package.

Chaffey Community College District is committed to equal employment opportunity. www.chaffey.edu 12-13/21CL