

EMPLOYMENT OPPORTUNITY

Position Number: 06-57

Closing Date: Open

Announcement Date: November 11, 2003

Position: GENERAL MAINTENANCE WORKER – Facilities Services

Salary: Range 25- \$18.35/hourly

Starting Date: Rio Hondo College is currently seeking applicants for General Maintenance Workers hourly, temporary, substitute positions on an as needed basis.

Position Information: Under the direction of an assigned supervisor, perform general repair and maintenance duties on structures, facilities and equipment; provide assistance to skilled maintenance workers as required. Perform general repair and maintenance on structures, facilities and equipment; perform preventive maintenance according to established schedules. E Perform various maintenance duties in assistance to skilled maintenance personnel in projects involving specialized trades. E Maintain swimming pools, pool equipment and related area; conduct chemical tests of water; apply and adjust chemicals as necessary. E Repair doors and windows; make simple installation of hardware; install shelving and bulletin boards; repair desk, chairs, and other furniture and equipment. E Perform routine plumbing duties such as removing and replacing faucets, fixtures, washers and gaskets. E Install electrical wall and floor outlets and switches as needed. E Assist in the repair of heating and ventilation systems and electrical systems as required. E Perform maintenance painting as needed; patch and prepare surfaces for painting; paint cabinets and shelving. E Respond to emergency request to perform routine repairs and adjustments to buildings and facilities. E Perform rough carpentry and concrete work as required; erect and dismantle scaffolding. E Operate a forklift and a variety of equipment, machines and tools utilized in general maintenance and repair work. E Maintain routine records and logs related to maintenance and repair activities. Perform related duties as assigned.

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.

QUALIFICATIONS: Any combination equivalent to: one year general maintenance experience.

WORKING CONDITION: Work include indoor and outdoor environment; subject to adverse weather conditions, heavy lifting, climbing and exposure to chemicals and fumes.

KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Methods, equipment and materials used in general maintenance and repair work. Common methods, equipment and materials used in carpentry, painting, plumbing, electrical and mechanical trades. Proper methods of storing equipment, materials and supplies. Appropriate health and safety precautions and procedures.

Requirements of maintaining buildings and facilities in a safe, clean and orderly condition. Basic record-keeping techniques.

ABILITY TO: Perform general maintenance and repair work on structures, facilities and equipment. Operate a forklift and a variety of equipment, machines and tools utilized in general maintenance and repair work. Lift objects weighing up to 100 pounds.

Understand and follow oral and written directions. Perform heavy manual labor. Maintain routine records. Establish and maintain cooperative and effective working relationships with others.

METHOD OF APPLICATION: Anyone interested in this position must request a Rio Hondo College Classified Application and a Supplemental Questionnaire from the Office of Human Resources and return them to the Office of Human Resources. All applicants meeting the minimum qualifications may be required to take a test and will be notified of the date and time.



Office of Human Resources

3600 Workman Mill Road
Whittier, CA 90601
(562) 908-3405
www.riohondo.edu

An
Equal Employment
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Employer

Job line # (562) 692-3677
FAX # (562) 908-0411
TDD # (562) 908-3422
(For Hearing Impaired)

The Immigration Reform and Control Act requires the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States. As a condition of employment, the selected applicant must provide a set of fingerprints (at the applicant's expense) taken by an official agency on a BID-7 card or Live Scan. For positions requiring a valid California driver's license, proof of insurability is required. *Applicants who are protected under the Americans with Disabilities Act and require accommodations for completing the application process, testing (if required for position), or the interview, due to a disability, please notify the Human Resources Office.*

A copy of this announcement will be provided in braille to visually impaired applicants upon request.



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