

# EMPLOYMENT OPPORTUNITY

Announcement Date: June 7, 2006

Position Number #06-65  
Closing Date: Continuous

Position: **UTILITY WORKER – Facilities Services Department**

Salary: **Range 21- \$16.64/HOURLY**

Starting Date: **Rio Hondo College is currently seeking applicants for part-time, temporary, hourly Utility Worker positions on an as needed basis.**

## Position Information:

Under the direction of the Manager, Operations and Maintenance perform a variety of delivery, general maintenance and custodial duties. Incumbents in the Utility Worker classification perform assigned utility services duties including delivery, maintenance and custodial duties. Pick up and deliver various materials including District mail, furniture and supplies; prepare orders for delivery; load and unload vehicle. E Perform general maintenance duties as assigned; install chalk boards, bulleting boards, room partitions, dispensers and other furniture and equipment; replace light bulbs; perform minor repair of furniture and other facilities as required. E Move and set up furniture and equipment as required for special events and activities. E Maintain security of assigned areas; lock and unlock doors as required. E Perform custodial duties as assigned; clean floors; replenish supplies as necessary. E Maintain routine records, such as records of work orders, time sheets and schedules as required. E Operate a variety of equipment and machinery including drills, saws and various hand and power tools; operate a motor vehicle as necessary to conduct work. E 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:

**Education and Experience:** Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above including one year of custodial or general maintenance.

**License and other certificates:** Valid and insurable California driver's license.

## WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to heavy lifting and fumes from chemicals.

## KNOWLEDGE AND ABILITIES:

**KNOWLEDGE OF:** Methods, equipment and materials used in general maintenance and custodial work. Appropriate health and safety procedures. Requirements of maintaining buildings in a safe, clean and orderly condition. Proper methods of storing equipment, materials and supplies. **ABILITY TO:** Perform general maintenance and custodial work. Operate a variety of equipment and machines related to maintenance and custodial work. Maintain routine records. Understand and follow oral and written directions. Perform heavy manual labor. Meet schedules and time lines. Establish and maintain cooperative and effective working relationships with others. Operate motor vehicles as needed to perform duties, observing legal and defensive driving practices.

**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.

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 Livescan agency. 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.*



Office of Human Resources  
3600 Workman Mill Road  
Whittier, CA 90608  
(562) 908-3405  
[www.riohondo.edu](http://www.riohondo.edu)

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**JOBLINE # (562) 692-3677**  
**FAX # (562) 908-0411**  
**TDD # (562) 908-3422**  
(For Hearing Impaired)



**Supplemental Questionnaire**  
**UTILITY PERSON #06-65**

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PLEASE NOTE: It is your responsibility to make sure that all requested information is complete on this supplemental questionnaire. Only complete supplemental questionnaires will be considered.

***RESPONSES TO THE REQUESTED INFORMATION WILL BE REVIEWED, EVALUATED, AND SCORED. IT IS THEREFORE, VERY IMPORTANT THAT YOU PROVIDE A THOROUGH RESPONSE.***

**PLEASE PROVIDE TYPED OR WORD-PROCESSED RESPONSES ON SEPARATE PAGES.**

1. This position requires one year of custodial or general maintenance experience. Please list your experience as it relates to this position.
2. Please describe your experience:
  - a. Installing chalk boards/bulletin boards
  - b. Performing minor repairs of furniture
  - c. Setting up furniture and equipment for special events
3. List equipment and machinery you have used as it relates to this position including drills, saws, and various hand and power tools.
4. Do you have a valid and insurable California driver's license?

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**Please print your name**