



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

ANNOUNCEMENT OF TEMPORARY SHORT- TERM NON -CONTINUING POSITION

POSITION: Utility Worker - Temporary, Short-Term, Non-Continuing – On call Substitute

SALARY: \$15.75/hr.

DEADLINE: On-going (To keep current information on file, please re-submit updated application every six months)

ASSIGNMENT: Varied Schedule – may work up to 40 hours a week, total not to exceed 995 hours for a total of 100 days
(Days are counted regardless of # of hours worked per day)

BASIC FUNCTION:

Under the direction of the Maintenance Supervisor, performs a variety of unskilled and semi-skilled routine duties to maintain College buildings and equipment in a safe, clean and proper working condition; performs custodial duties to assure facilities are in a clean and sanitary condition. Performs other related duties as may be assigned.

DUTIES PERFORMED MAY VARY DEPENDING UPON ASSIGNMENT

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Performs a variety of routine duties to maintain College buildings and equipment in a safe, clean and proper working condition. (E)
- Performs general maintenance to District buildings; makes minor plumbing and electrical repairs; replaces indoor and outdoor light bulbs as assigned. (E)
- Performs a variety of custodial duties for assigned facility according to established schedules; sweep, scrub and mop floors; wash windows, counters and walls; empty and clean waste receptacles. (E)
- Moves, adjusts and arranges furniture and equipment; set up facilities for special events and meetings as assigned; disassembles risers following special events.
- Communicates with staff, administrators and others regarding custodial and general maintenance needs.
- Maintains custodial equipment and materials; refills various classroom and rest room dispensers, including paper towels, soap and related items; request additional materials according to established procedures.
- Check doors, windows and assigned areas for vandalism; reports safety, fire hazards and vandalism as appropriate.
- Operate a wide variety of equipment and hand and power tools used in custodial and general maintenance work including vehicles, electric carts, forklift, tractor, hoist, drill press and portable generators. (E)
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and general maintenance experience.

KNOWLEDGE OF:

- Proper methods, materials, tools and equipment used in general maintenance and custodial work.
- Requirements of maintaining buildings and facilities in good repair.
- Operation and use of hand and power tools and equipment.
- Proper methods of storing equipment, materials and supplies.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures.

• **ABILITY TO:**

- Perform general maintenance and repair on District furniture, buildings, fixtures and facilities.
- Operate tools and equipment used in general maintenance work.
- Observe and report safety hazards and need for maintenance and repair.
- Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
- Use common cleaning equipment and supplies safely and efficiently.
- Work cooperatively with others.
- Understand and follow oral and written directions.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable – no permanent full-time staff to supervise.

CONTACTS:

Co-workers, vendors, students, and other departmental staff.

PHYSICAL EFFORT:

- Dexterity of hands and fingers to operate tools and equipment.
- Climbing ladders and working from heights to replace light bulbs.
- Standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.

WORKING CONDITIONS:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Evening or variable hours.

APPLICATION PROCEDURE

To be considered an applicant for a temporary short-term non-continuing pool position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 4:30 p.m. on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College Temporary Short-Term Employment application
2. Résumé
3. Copy of current valid California Driver's license

The application must be filled out completely and signed. Do not indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources

3041 West Avenue K

Lancaster CA 93536

(661) 722-6311

Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.