



ANTELOPE VALLEY COLLEGE  
Office of Human Resources & Employee Relations

**ANNOUNCEMENT OF CLASSIFIED POSITION**

**POSITION:** Maintenance Assistant **RN 17-26**  
**WORK SCHEDULE:** Monday – Friday: 6:00am –4:30pm **P/T, 12 months**  
(Not to exceed 20 hrs. per week)  
**SALARY:** Range 11, \$1,626.64/mo.  
**DEADLINE:** August 24, 2017  
**START DATE:** September 12, 2017

**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 duties as assigned.

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

- Performs a variety of semi-skilled general maintenance duties and repairs to maintain District buildings and equipment in a safe, clean and proper working condition; assists skilled trades in a variety of building related repairs and projects to include general maintenance, plumbing and electrical repairs; replaces indoor and outdoor light bulbs and ballasts as assigned. (E)
- Performs minor painting and locksmith tasks and repairs as assigned. (E)
- Performs a variety of custodial duties as assigned ; sweep, scrub and mop floors; wash counters and walls; empty and clean waste and recycling receptacles. Refills various rest room dispensers, including paper towels, soap and related items. (E)
- Assist with furniture and equipment moves, adjustments and arrangements; sets up/tears down facilities for special events and meetings, to include risers, as assigned.
- Checks campus doors, windows, lights and walkways for safety hazards, fire hazards and vandalism; reports to the Maintenance Supervisor as required. (E)
- Assists with Recycling materials pick up, sorting, inventory and delivery on, around and off campus.
- Operates a wide variety of powered and non-powered equipment and hand and power tools used in custodial, campus events and general maintenance work including vehicles, electric carts, forklift, scissor lift, hoist, drill press and portable generators. (E)
- Maintains a variety of records related to work performed and work orders.
- Performs general cleaning and housekeeping duties in maintenance shop common bay and tool crib. (E)
- Performs other duties as assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school or GED and general maintenance experience of at least three years.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license.
- Must obtain a valid Forklift Certificate, Boom Lift Certificate, Scissor Lift Certificate, CERT Training, Lead Awareness, Confined Space, Asbestos Awareness and Cart Training within the first year in this classification.

**KNOWLEDGE OF:**

- Proper techniques, materials, tools and equipment used in general maintenance and custodial work.
- General maintenance criteria for buildings and facilities.
- Operation and maintenance of hand tools, power tools, powered and non-powered equipment.
- Proper methods for storing equipment, materials and supplies.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Proper procedures for biohazard and blood borne pathogens mitigation, clean up and disposal in accordance with OSHA and CALOSHA rules and regulations.
- Modern cleaning methods including basic methods of cleaning and preserving floors, white boards, carpets, furniture, walls and fixtures.
- Basic OSHA, CALOSHA, Fire, Life and Health and Safety rules and regulations.
- Proper record keeping techniques.
- Computer applications.

**ABILITY TO:**

- Perform general maintenance and minor repairs on District furniture, buildings, fixtures and facilities in a safe and timely manner.
- Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
- Operate tools and equipment, and common cleaning equipment and supplies safely and efficiently.
- Observe and report safety hazards, vandalism, maintenance and repair needs.
- Perform work in confined spaces as required.
- Learn and apply laws, rules, regulations involved in assigned maintenance activities.
- Work after hours and weekends as required.
- Work and collaborate cooperatively with others.
- Observe legal and defensive driving practices.
- Operate a District vehicle and perform heavy physical labor.
- Communicate effectively both orally and in writing.
- Provide work guidance to temporary short term hourly employees and student workers.
- 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, faculty and staff.

**PHYSICAL EFFORT:**

- Lifting and carrying heavy objects up to 50 pounds.
- Pushing and pulling.
- Walking and standing for extended periods of time.
- Dexterity of hands and fingers to operate a variety of hand and power tools.
- Reaching overhead above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.

**WORKING CONDITIONS:**

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Chemical fumes.
- Working around and with machinery having moving parts.
- Working around fumes from paints and solvents, pool chemicals.
- Working at heights.
- Evenings, Weekends or variable hours.

## APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 6:00pm Mon-Thurs and 11:30am on Fridays of 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 **Classified Application**
2. Cover letter (addressing your interest and qualifications)
3. Résumé

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.

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



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**

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

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

**Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.**

*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.***