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| **POSTING DETAILS** |  |
| Posting Number: | 7110 |
| Position Title: | Custodial/Maintenance Assistant (Weekend Assignment) |
| Reports To: | Director, Physical Plant |
| DBM/Step (if Applicable) | A13 |
| Type of Position: | Classified |
| Assignment Description: | Part-time, hourly. This position works 832 hours in a fiscal year. |
| Salary: | Base pay starts at $16.02 hourly |
| Type of Benefits: | State PERS retirement Tuition Waiver Employee Assistance Program (EAP) |
| Other Benefits (if applicable): | * Employees accrue vacation and sick time. * In addition mandated retirement program participation, the college provides options for voluntary 403(b) savings participation. * Employees and eligible dependents receive a tuition waiver and free use of our fitness facility. |
| Department: | Physical Plant |
| **Job Summary/Basic Function:** | Under immediate supervision, performs cleaning and maintenance duties to ensure campus facilities (buildings, grounds and equipment) are safe, clean and orderly. |
| **Essential Duties:** | 1. Cleans building, grounds and equipment according to established guidelines to ensure safe and clean environment. Sweeps, mops, dusts, vacuums, removes trash, polishes, washes, waxes, strips and shampoos floors. Rakes leaves, prune, trim and plant shrubs and trees and mows lawns. 2. Maintains security of buildings and grounds by unlocking and locking doors and turning on/off lights. 3. Visually inspects areas for cleanliness and problems in need of repair. Reports problems to supervisor and/or makes minor repairs to ensure campus buildings and grounds are safe and functional. 4. Replaces burned out light bulbs as necessary. 5. Monitors inventory level of supplies and notifies supervisor of items needing to be reordered.   Performs other duties of a similar nature or level. |
| **MINIMUM QUALIFICATIONS** |  |
| Education and Experience: | High school graduation or equivalent. Six or more months of previous building cleaning/maintenance experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.  Must have driver license. |
| Knowledge, Skills and Abilities Required: | Knowledge Required:   * Knowledge of basic cleaning/maintenance methods and practices.   Skills Required:   * Manual dexterity in the performance of cleaning activities. * Ability to drive between campus sites. * Skill in communications, interpersonal skills sufficient to receive work direction and inform supervisor of problems/emergency situations as needed. * At a minimum, it is required of every employee to be able to: use a computer terminal to log in to e-mail; read and create e-mail messages; access the intranet system to find and complete forms and read institutional documents; access the internet and the College's web site; use the calendaring function of the College's e-mail system; and utilize department specific data entry and/or work order software to facilitate departmental tasks. |
| Physical Requirements: | * Must be able to lift items weighing 35 pounds. * Must be able to perform physically challenging tasks, such as bending, reaching, walking, pushing and/or pulling heavy objects. Frequent walking up and down stairs. * Able to drive college vehicles. |
| Other: | Clatsop Community College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. To ensure the college provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all, we are seeking a candidate who has an understanding of, and experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups. |
| Posting Date: | 9/29/2023 |
| Special Instructions to Applicants: | VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215. |
| **TO APPLY, PLEASE SUBMIT THE FOLLOWING:** |  |
| Optional Applicant Documents: | Other documents in support of application  EEO Form (used for HR data collection only) |
| Required Applicant Documents: | Application  Resume |
| **CLOSING DATE:** | This position is open until filled with first review of applications on October 13, 2023 |