
YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: www.yccd.edu

CLASSIFIED RECRUITMENT

POSITION: TOOL ROOM ASSISTANT – .49 FTE – (19.6 HRS/WK) - 10 MONTH POSITION

DEPARTMENT: AUTOMOTIVE DEPARTMENT

FINAL FILING DATE: FRIDAY, NOVEMBER 21, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)

LOCATION: *SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE

SALARY: \$1215.57 - \$1459.77/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$1679.3/MO.)

COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of the Associate Dean, Applied Arts, Science and Technology, maintain the tool room and associated equipment. Control the circulation of tools, equipment and manuals to students and instructors.

REPRESENTATIVE DUTIES:

- Check items in and out of tool room and maintain appropriate records and inventories; order replacement items as necessary according to approved procedures; distribute supplies. (E)
- Assist students in the proper selection and care of tools and equipment of the automotive departments. (E)
- Process new tools and equipment by labeling and adding to the departmental inventory. (E)
- Maintain assigned department vehicles for cleanliness, make non-technical minor repairs, and assure they are operational. (E)
- Maintain and repair tools and equipment as necessary. (E)
- Provide work direction to students and hourly employees as assigned; schedule student employees and maintain record of work schedules. (E)
- Assure the security of the tool room facilities as assigned. (E)
- Test batteries to determine serviceability; troubleshoot charge system when necessary. (E)
- Monitor and maintain steam cleaning room as necessary. (E)
- Operate a computer terminal for information retrieval. (E)
- Perform other related duties as assigned.

KNOWLEDGE OF:

- Health and safety regulations
- Oral and written communications skills
- Motor vehicles and motor vehicle test equipment
- Proper use of hand and power tools
- Welding and machine shop work
- Record keeping techniques

ABILITY TO:

- Make non-technical minor repairs and operate motor vehicles.
- Weld and perform basic machine shop work
- Make arithmetic calculations quickly and accurately
- Understand and follow oral and written directions
- Work cooperatively with others
- Lift objects weighing up to 50 pounds
- Train and provide work direction to others
- Maintain records and prepare reports

EDUCATION AND EXPERIENCE: Any combination equivalent to graduation from high school and two (2) years experience in motor vehicle repair, parts distribution, metalworking, welding or machine shop work.

ENVIRONMENT:

- Noise from equipment operation.
- Regular exposure to fumes, dust and odors.
- Vehicle and equipment repair shop environment.
- Indoor and outdoor work environment.

PHYSICAL ABILITIES:

- Pulling, pushing, lifting and carrying heavy objects
- Walking or standing for extended periods
- Bending at the waist
- Kneeling
- Reaching overhead, above the shoulders and horizontally
- Dexterity of hands and fingers to operate power tools and equipment
- Seeing to observe and perform repairs
- Hearing to avoid hazards as well as communicating in person or by phone

HAZARDS:

- Chemical fumes.
- Chemicals.
- Fumes from vehicle and equipment operation.
- Fumes, dust, odors, dirt, oil/grease, gases.
- Working around and with machinery having moving parts.

REQUIRED DUTIES: Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

* This position is anticipated to be assigned to Yuba College but may be assigned temporarily or permanently within the District.

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

WORKING CONDITIONS: Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

INTERVIEW: A candidate selected for interview will be required to visit Yuba College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

PRE-EMPLOYMENT REQUIREMENTS: All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose FTE is between .50 and .60 contribute to the California Public Employees Retirement System (PERS).

BENEFITS: The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher. The District and the employee contribute to the Public Employees' Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

APPLICATION PROCEDURE & DEADLINE: A District Classified application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901 OR TTY (530) 634-7760 OR visit our Web Site: www.yccd.edu. It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **FRIDAY, NOVEMBER 21, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED MATERIALS – (APPLICATIONS, RESUMES, ETC.)

NON PROFIT ORGANIZATION
U S POSTAGE
PAID
MARYSVILLE, CA 95901
PERMIT NO. 242

Personnel Services
2088 North Beale Road
Marysville, CA 95901

