SKILLED TRADES WORKER
Facilities Services
Classified Represented Position
100%-12 Months
#032

Final date to file District Applications: Tuesday, May 24, 2016 by 5:00 p.m.
Monthly Salary Range: $4,039.91 - $5,156.10 (Starting Salary $4,039.91)
Hours/Days to be worked: Tuesday - Saturday 6:00 a.m. – 2:30 p.m.

We are looking for candidates who have the desire and ability to create a welcoming work environment that positively engages and impacts our diverse workforce and student population. Our goal is to create an inclusive working environment of collaboration, transparency, support, and shared leadership among all constituency groups: faculty, staff, administration, and students. We are looking for candidates who share the District’s vision and willingness to ensure equal employment opportunity, will assist in creating an environment that is welcoming to all, and that will foster diversity and promote excellence.

DEFINITION:
Under general supervision, to perform skilled and unskilled duties in maintenance and repair using building and construction trades skills and knowledge and to do related work as required.

CLASS CHARACTERISTICS:
Incumbents initially perform skilled tasks as helpers to journey-level and often are assigned more difficult duties with less supervision as they gain experience. The variety of skilled tasks and the ability to do unusual skilled tasks are less than for a journey working in the same specialty. In certain craft areas the work requires workers at this level only.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):
Duties may include but are not limited to the following:

- Performs routine and semi-skilled tasks of maintenance and repair work or a limited variety of skilled tasks, which include, but not limited to, installing chain-link fencing, changing ballasts, changing faucet and flush-valve washers; sands and prepares surface for painting; does rough carpentry; installs cabinet-type hardware; applies roof coatings; mixes, places, and finishes concrete, and erects metal cabinets and shelving.
- Assists in handling materials and equipment and moving of equipment.
- Makes observations and reports findings or takes action based on specific instructions.
- Inspects and troubleshoots problems; corrects problems alone or requests assistance if needed.
- May drive a truck and cleans up areas after completion of jobs.
- At the request of a supervisor, performs a variety of unscheduled duties normally and traditionally performed by a Skilled Trades Worker.
KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:
Knowledge of standard practices of one or more of the building and construction trades including materials, tools, and procedures.

ABILITY TO:
Ability to use and care for tools of the trade; work from standard plans and specifications and to follow oral and written instructions; work cooperatively with others; work in a multiethnic environment. Must read, write and speak English.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:
High school diploma and three years of experience doing semiskilled trades work or working as a helper in one or more of the building and construction trades.

NOTE: Eligibility is determined by a review of the following:
1. Performance tests as required
2. Interviews
3. Reference checks
4. Pre-employment Physical

A pre-employment physical examination is required. Cost of physical will be paid by the Pasadena Area Community College District.

ADDITIONAL EXPERIENCE:
Non-Certified Welding experience preferred.

PHYSICAL DEMANDS:
Lifting and carrying objects weighing up to 75 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, and kneeling or crouching.

ENVIRONMENTAL ELEMENTS:
Employees work primarily in an outdoor environment maintaining the grounds with sound, ventilation, and lighting inherent to the work environment typical to a community college. Landscaping equipment creating higher noise levels may require the use of hearing protection. Temperature conditions vary including occasional inclement weather conditions. Employees may interact with students, faculty, administrations and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

LEVEL OF SUPERVISION EXERCISED:
None.

PROBATIONARY PERIOD:
Six months.

SALARY AND BENEFITS:
Salary and other terms of employment are competitive. Placement is at Range 44 on the District Classified Represented Salary Schedule which is available online at http://www.pasadena.edu/hr/documents/1516T3.pdf

Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

CONDITIONS OF EMPLOYMENT:

- Successful completion of background and fingerprint clearance and TB screening.
- A pre-employment physical examination is required. Cost of physical will be paid by the Pasadena Area Community College District.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
- Board of Trustees approval.

APPLICATION AND SELECTION PROCESS:
Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Applicant Tracking System (ATS) at www.pasadena.edu/hr. Applications completed and received by May 24, 2016 at 5:00 p.m. will receive full consideration.

Please keep in mind the following:
- If you do not follow the process or your application/resume is incomplete, your information will not be processed.
- The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
- While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
- Positions are full-time (100%) and “open until filled,” unless otherwise stated.
APPLICATION AND SELECTION PROCESS (CONTINUED):

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete. If you require assistance, please contact the Human Resources office at 626-585-7388. Applicants may expect to be notified approximately 4 – 5 weeks following the closing date as to the status of their application.

SUPPORTING DOCUMENTS:

For full consideration, applications MUST include all items in the order listed below. An incomplete application packet will not be accepted.

1. Cover letter
2. Professional resume
3. Other information considered pertinent to the application (optional)

Note: It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

ABOUT THE DISTRICT:

Established in 1924, Pasadena City College has been serving the San Gabriel Valley for 90 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 72 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. 80% of our students receive the Board of Governor’s Fee Waiver which is based upon the federal poverty guidelines. PCC is accredited by the Accrediting Commission for Community and Junior Colleges. For more information, go to www.pasadena.edu.

MISSION:

The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

ADDITIONAL INFORMATION:

The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District will not sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

PASADENA AREA COMMUNITY COLLEGE DISTRICT Equal Opportunity, Title IX, Section 504 Employer