Facilities Staff Assistant
Job Announcement

**SALARY – Range 74**

| Monthly | $4,139.17-$5,031.18 |

**DEFINITION:**
This is a non-exempt position under the direction of the Facilities Coordinator. Provides support services for both instructional and administrative departments of the Consortium, at multiple sites.

**ASSIGNMENT:**
General assignment is 40 hours per week: 8:00 am – 5:00 pm, Monday through Friday, but may be reassigned as necessary to evenings, weekends and to any of the Academy locations based on class schedules and Consortium needs. The primary work site is located at Coyote Valley Educational Center in San Jose; however, the position may be assigned to any of the Consortium training sites which include campuses at Gavilan College, Monterey Peninsula College and the College of San Mateo. Travel between consortium locations could be required as necessary.

**DISTINGUISHING CHARACTERISTICS:**
Applicant must possess excellent customer service and sound organizational skills and have the ability to prioritize and manage multiple assignments. The ideal candidate is able to work and accomplish tasks without close supervision and is a strong problem-solver with solid communications skills. Knowledge of or prior experience in facilities operations, maintenance and/or basic construction techniques is desirable.

**EXAMPLES OF DUTIES:**
Depending on assignment, duties may include, but are not limited to, the following:
- Maintain and assure the security of all services and storage areas at all Consortium sites.
- Log out equipment, tools, materials and re-usable supplies to Consortium staff.
- Review Facilities’ shared schedule calendars.
- Review Room Master Schedule for conflicts.
- Manage inventory of supplies and equipment.
- Deliver and pick-up supplies and equipment to remote Consortium sites.
- Coordinate with Consortium personnel at multiple sites to ascertain the equipment and supply needs are met in a timely manner.
- Maintain stock levels of necessary supplies and equipment.
- As required, perform basic informational activities in determining pricing, availability and specifications of necessary supplies.
- Ensure safe handling, storage and proper labeling of hazardous materials and hazardous waste products. Obtain and maintain Material Safety Data Sheets.
- Clean and maintain tools and equipment and ensure their safekeeping.
- Perform preventative maintenance on equipment, calibrate and make minor repairs or order service calls as authorized.
- Assist in scheduling and arranging routine maintenance for the vehicle fleet.
• Perform a variety of office work such as preparing purchase requisitions, receiving logs, photocopying, distributing the mail, and answering the telephone.
• Assist in maintaining routine records, files, inventories, and reports.

QUALIFICATIONS:
Knowledge of:
• Record keeping principles and procedures.
• English usage, grammar, spelling and punctuation.
• Basic procedures and practices of maintaining automotive vehicles and firearms.
• Basic mathematics skills.
• Use of personal computers and current software.
• Basic power tools, maintenance equipment.

Ability to:
• Communicate effectively, orally and in writing.
• Monitor expenditures.
• Order, procure and issue materials and equipment maintaining proper procedures and controls.
• Utilize reasoning skills to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram or schedule form.
• Effectively communicate and interact with persons of diverse socio-economic and ethnic backgrounds.
• Establish and maintain cooperative-working relationships with those contacted during the course of work.
• Lift and move up to 50 pounds.

EXPERIENCE AND EDUCATION:
Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. The knowledge and abilities could be obtained from education equivalent to the twelfth grade and two years of experience performing a variety of support services.

LICENSE OR CERTIFICATES:
Possession of, or ability to obtain, a valid California Driver’s License and Pass a DOJ fingerprint check if required.

BENEFITS:
This is a full-time salaried position with 17 paid holidays, 20 paid vacation days, and 12 sick days accumulated annually. The Consortium offers Medical, Dental, Vision plans to employees and dependents. The Consortium Retirement Plan (457b) is competitive (but not PERS/STRS) with a 6% Consortium Retirement Plan Match.

SALARY:
Range 74: $49,670.04 - $60,374.16 annually based upon 2019/2021 Salary Schedule. Starting salary will be commensurate with experience.

APPLICATION REQUIREMENTS:
Applications meeting required qualifications will be forwarded to the interview committee. It is the responsibility of the applicant to submit all application materials as a complete package by the closing date. Applications will not be considered unless the package includes the following required documents:
* Completed job application (available at www.theacademy.ca.gov)
* A current resume listing education and experience

CANDIDATES MUST ASSUME ALL TRAVEL COSTS IF INVITED TO INTERVIEW FOR THE POSITION.
Racial/ethnic minorities, women, persons with disabilities and Vietnam veterans are encouraged to apply for all positions. We are an equal opportunity employer and in compliance with Title IX and Regulation 504. The successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States. We are unable to return or duplicate application materials.

Submit application materials to:
Ernie Smedlund, Director of Administrative Services
560 Bailey Ave.
San Jose, CA. 95141
Phone 408-229-4255
Fax 408-229-4298
Email: esmedlund@theacademy.ca.gov

Closing Date: Open Until Filled