



The **ACADEMY**

South Bay Regional Public Safety Training Consortium

560 Bailey Ave, San Jose, CA. 95141 ♦ Phone (408) 229-4299 ♦ FAX (408) 229-4298

Facilities Staff Assistant – Part Time

Job Announcement

SALARY – Range 74

\$24.30 – 29.64 Hourly

DEFINITION:

This is a non-exempt, part-time 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 up to 29 hours per week: 8:00 am – 5:00 pm, Monday through Friday, but may be re-assigned 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 Gavilan College's Coyote Valley Center in San Jose; however, the position may be assigned to any of the Consortium training sites which include campuses at Monterey Peninsula College and the College of San Mateo. Travel between consortium locations will 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.



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<http://www.theacademy.ca.gov>

- 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, carry 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 part-time, non-benefitted, hourly position.

SALARY:

Range 74: \$24.30 - \$29.54 per hour.

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

South Bay Regional Public Safety Training Consortium is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnicity, race, color, language, accent, immigration status, ancestry, national origin, age gender, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws. Reasonable accommodation will be provided for applicant with disabilities who self-disclose.