



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Application Deadline: Continuous Recruitment

SECURITY/UTILITY WORKER (20 hrs/wk @ \$15.09/hr, mostly evenings and weekends)

Multiple Positions Available

Short Term Non-Continuing Assignment (STNC)

Responsibilities: Under direction of the department manager, provides on-campus security duties; a variety of shipping, receiving, and warehouse activities; and other general maintenance and custodial duties as assigned.

Provides on-campus security duties as assigned by supervisor; reports security issues and concerns to supervisor and provides written follow-up reports.

Responds to emergency security, maintenance, and facility calls as contacted; may notify the police, sheriff, or fire departments, or call for an ambulance; immediately notifies supervisor personally or by telephone and provides a written follow-up report by email.

As scheduled by supervisor, conducts security rounds which may include locking and unlocking campus facilities, and providing information to students, staff and members of the public about District policies and procedures such as campus parking, pets on campus, and smoking on campus; provides public escorts as needed.

Works with short-term, hourly security/utility workers as assigned.

Assists with event set-up and tear-down for special events; may deliver and arrange chairs, tables, and trash receptacles.

Performs shipping, receiving, and warehouse activities; checks in merchandise from various parcel carriers; verifies completeness of orders; records damaged merchandise; maintains related records; forwards paperwork to appropriate personnel; delivers merchandise and supplies as directed; maintains shipping and receiving area of the warehouse in a clean and orderly condition.

Checks fire extinguishers per regulations to make sure they are operating properly; delivers fire extinguishers in need of repair to appropriate vendor which recharges fire extinguishers as necessary.

Assists with a variety of general maintenance and custodial duties as assigned.

As directed, prepares reports and maintains a variety of records; operates a variety of office equipment including a computer and related software, calculator, copier and others as applicable; performs related duties as assigned.

QUALIFICATIONS

Knowledge of: Relevant district policies regarding safety, security, and student conduct; use and terminology of purchase orders, invoices, and other warehouse documents; basic recordkeeping techniques; basic methods, equipment, tools, materials, supplies, and safety used in warehouse, custodial and general maintenance work.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Ability to: Work effectively and cooperatively with the public, students, faculty, and staff when providing information about District policies and procedures such as parking, pets or smoking on campus; respond to emergency security, maintenance and facility calls; notify emergency services if needed; observe and report security issues to supervisor; report maintenance and facility issues to supervisor; provide written follow-up reports to supervisor; perform warehouse, general maintenance and custodial duties safely and effectively per department standards including the use and storage of materials, supplies, tools and equipment; move and arrange furniture and equipment as directed; establish and maintain cooperative and effective working relationships with others; operate a forklift and other equipment utilized in the warehouse; understand and follow verbal and written directions; maintain routine records; drive college vehicles, observing legal and defensive driving practices; and Effectively operate office equipment such as a computer, software, calculator, copier, etc.

LICENSING AND OTHER REQUIREMENTS

Must possess a valid California driver's license. Forklift certification. As directed by the supervisor, upon employment must pass a training course related to assigned security duties.

WORKING CONDITIONS

Indoor and outdoor environment; mostly nights and weekends; subject to adverse weather conditions; drives college vehicles; exposure to dust and cleaning chemicals and solutions. Physical demands include reaching, bending, walking, pushing, climbing, standing for long periods, and moderate lifting (up to 30 pounds); some heavy lifting (up to 50 lbs) may be required.

SALARY AND BENEFITS:

This is a Short-Term Non-Continuing (STNC), temporary, hourly position, 20 hours per week, \$15.09 per hour. Ed Code 88003 authorizes a governing board to hire STNC employees for less than 75% of a school year, up to 180 days.

APPLICATION PROCEDURE:

Submit the following materials, as a package, to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources at HRrecruiting@mendocino.edu or faxed to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf
- Cover letter
- Resume

***Interviews are by invitation only.
The college does not reimburse applicants for related travel expenses.***



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 5,000 students across 4 campuses in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

THE COMMUNITIES: Mendocino and Lake Counties include some of California’s most beautiful scenery which includes rich agricultural lands and pristine coastal sites. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area and contribute to its growing diversity.

Mendocino County has a long and colorful history as a premium grape-growing region within the state’s famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf. We also enjoy a range of theatre, music, art, and athletic events. Ukiah and the surrounding area are home to exceptional wineries, breweries, and restaurants.

The Mendocino-Lake Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, equity and diversity, and provide equitable consideration for all qualified candidates.