

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Central Services

HVAC-Apprentice I

Job #07-046

Closing Date: 10/13/06

The Foothill-De Anza Community College District is currently accepting applications for **HVAC-Apprentice I, Central Services**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Perform a variety of repair and maintenance duties in the Heating, Ventilating and Air Conditioning trade: refrigerators, icemakers, boilers, and all related pumps motors, controls and associated piping. Use the tools of the trade skillfully. Work from oral and written instructions, drawings, or specifications. Observe proper safety precautions. Keep tools and equipment in good condition. Perform other related duties as assigned.

Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

PREFERRED QUALIFICATIONS:

1. Trade school courses.
2. Knowledge of the standard methods, materials, and equipment used in the HVAC trade.
3. Ability to participate in appropriate training in hazardous materials handling, storage, and disposal.
4. Ability to repair and maintain refrigerators, icemakers, boilers, and all related pumps motors, controls and associated piping.
5. Ability to follow designated policies and procedures for Haz-mat identification, storage and disposal.
6. Ability to maintain standards related to environmental compliance and personal health and safety.
7. Ability to use the required HVAC tools and equipment skillfully and safely.
8. Ability to work from oral and written instructions, drawings, blueprints or specifications.
9. Ability to keep work records.
10. Ability to follow oral and written directions.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$3,842.46 per month plus benefits; level L-46

Position: Full-time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

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For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>