

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE
TEMPORARY POSITION DESCRIPTION**

POSITION TITLE: Facilities Assistant

DEPARTMENT/LOCATION: Moreno Valley College, Norco College and Riverside City College

BASIC FUNCTIONS: Under the supervision of the area Director/Supervisor, performs routine facility maintenance, custodial and basic and remedial care of grounds.

REPRESENTATIVE DUTIES:

1. Basic building repairs including code corrections.
2. Assists in remedial grounds work including, trimming, mowing, edging and irrigation repair and weed abatement.
3. Assists with remedial custodial work.
4. Sets up tables, chairs, and stages as assigned.
5. Sets up, moves, and arranges furniture and equipment as assigned.

QUALIFICATIONS: Graduation from high school or GED equivalent is required. One year of experience in grounds, custodial or building maintenance work is desired.

Must have a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier. Must be able to lift up to 50 pounds.

This position will require a back x-ray and a physical.

HOURS / DAYS: A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.