Structural Helper Temp
Facilities

POSITION SUMMARY

Safely performs routine tasks of modest complexity. This is an entry-level position meant to provide support for the existing Structural staff.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- Uses a variety of hand tools (e.g. pliers, screwdriver, paint brush), power hand tools (e.g. drill, sander) and specialized power tools (e.g. circular saw, glass cutter, spray equipment) to perform all the basic duties related to maintenance, repair and installation of the carpenter, building trades, painting and wall preparation trades specialty.
- Basic duties in carpentry and building trades include: measuring, sawing, sanding and patching walls, graffiti removal, fixing doors, and simple rough carpentry.
- Keeps track of own labor, materials, and supplies used and reports these accurately.
- Receives specific instructions from the immediate supervisor as to work assignments and quantity and quality of work expectations.
- Accomplishes other work as assigned, including the hanging of banners for College events.

QUALIFICATIONS

- High school education preferred.
- Valid California driver's license required and must maintain College's designated driver status.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu and tfeng@oxy.edu.

Satisfactory completion of a background check is required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Date prepared 10/18/18