

TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

SHOP ASSISTANT

(SRCI – Building Construction Technology)

PAY - \$19.50 (per hour)

JOB TYPE – Full-time (non-exempt)

DEADLINE – Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT – Corrections

REPORTS TO – BCT Supervisor

Come work for us! Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employees' contributions to its success!

A little about us... TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

POSITION SUMMARY

On-site oversight of Adults in Custody, equipment, tools, and other elements of the Building Construction Technologies Industries (BCT) shop area

QUALIFICATIONS

MANDATORY: High school diploma or equivalent, general knowledge of tools related to carpentry, cabinetry, or other similar trade experience. Effective use of verbal and written communication. General knowledge of hand and electrical tools related to construction

industry. Able to enter and retrieve information using a computer. Security access to SRCI required.

PREFERRED: Knowledge of shop safety and OSHA regulations. Bilingual in English-Spanish.

SPECIAL CIRCUMSTANCES: Must be able to pass and maintain LEDS security clearance and be approved to enter Oregon Department of Corrections facilities.

ESSENTIAL FUNCTIONS

Replace all tools used in the shop in the appropriate tool cages/shadow boards. Ensure replacement of all tools at the end of shift/day and report any missing tools immediately to BCT Supervisor.

Assist with distribution of tools and materials used in shop on a daily basis.

Assist in conducting physical inventory of shop tools including recording on worksheets and/or computer database. Update shop tool inventory daily. Keep accurate records. Enter and update inventory control records.

May be asked to operate forklift to move building materials and supply items inside the facility from institution warehouse and finished products from shop to warehouse for delivery.

Provide backup to other shop staff in charge of production. Monitor Adult in Custody behavior for potential problems, including woodworking areas as well as computer workstations in the classroom and shop areas.

Ensure Adult In Custody workers/students follow area safety requirements through direct oversight.

Quality control of AIC-created products from start to finish.

Understand and abide by DOC, SRCI, and TVCC policies and regulations.

Respond to emergency situation within the education department which requires wearing a body alarm or radio.

Other duties as may be assigned.

WORKING CONDITIONS

The noise level in the work environment is typical of most shop/industrial environments. Exposure to extreme heat in summer and cold in winter while building modular homes outside the general shop area; noise level in work area can be very loud when machinery is in use. Exposure to dirt, dust and chemical fumes such as wood stains, paint, etc., frequent – 75% of work time. Ear protection is required when machinery is in operation. The work site is within a correctional facility.

The position is funded by an intergovernmental cooperative service agreement contracted with Oregon Dept. of Corrections. The person staffing this position will work within the confines of Snake River Correctional Institution and must pass all security screening criteria as established by the OR DOC and SRCI prior to and during the term of employment. This position is completely dependent upon sufficient available funds from OR DOC to support the position and is subject to termination in accordance with the terms and conditions of the

Intergovernmental Cooperative Education Services Agreement between TVCC and DOC.
SRCI is a drug free/tobacco free institution.

TERMS OF EMPLOYMENT

This is a full-time, Classified, grant funded, hourly (non-exempt) position.

BENEFITS

Benefits include medical insurance for employee and eligible dependents, Oregon retirement plan, vacation earned at a rate of 6.67 hours per month (80 hrs per year) and sick leave earned at a rate of 8 hours per month.

APPLICATION PROCEDURE

A complete application file consists of the following:

- A letter of interest stating how you are qualified to perform the duties of the position
- A resume
- College transcripts, if any (copies are acceptable at this time)
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

APPLICATION SUBMISSION: All application materials should be submitted or mailed to: HR@tvcc.cc or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

NOTE: If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.