



City of Camarillo

601 Carmen Drive • PO Box 248 • Camarillo, CA 93011-0248 • (805) 383-5618

Facilities Maintenance Assistant APPLICATION SUPPLEMENT

In addition to the employment application, this supplement is a requirement of the selection process for the Facilities Maintenance Assistant position. FAILURE TO FOLLOW INSTRUCTIONS MAY LEAD TO DISQUALIFICATION.

This City of Camarillo Facilities Maintenance Assistant position will be focused on performing interior and exterior facility maintenance and repair functions primarily at City Hall and other City operated buildings. Building equipment includes the heating, ventilation and air conditioning system (HVAC), electrical, plumbing, fire suppression, alarm monitoring systems, lighting, photocopiers, and audio/visual equipment. On an on-going basis this position will be responsible for the operation and day-to-day preventive maintenance of the City Hall infrastructure as well as supporting other City staff. Additional job functions include incoming and outgoing mail service, custodial, meeting setup and teardown, and general building and grounds clean up. The successful applicant must be flexible as working hours may vary based on actual operating hours of the facilities, this may include evenings and weekends.

Please answer the following questions. Additional sheets may be attached.

1. Please describe your experience as it relates to facility maintenance and repair.
2. Please describe your familiarity with computerized building management systems including HVAC, alarm, and lighting controls.
3. Please list the computer skills in which you are proficient.
4. Please define "customer service" in your own words.
5. What qualifications and skills do you have that make you the best candidate for this position?

Applicant's Signature

Date