



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Custodian

Job Code: 30932

Campus Location: All Campuses

Salary: Commensurate with education and work experience.

JOB SUMMARY

The Custodian is responsible for the custodial maintenance of assigned college buildings and facilities.

MAJOR DUTIES

Sweeps, mops, strips, waxes and buffs floors; vacuums and shampoos carpets. Cleans restrooms, including cleaning and sanitizing fixtures, replacing soap and paper products, and emptying trash cans. Washes windows, cleans woodwork and chalkboards, and dusts and polishes furniture and fixtures. Cleans water fountains, tables, desks, counters, and break rooms. Polishes areas around entrance ways and grounds, picks up debris, and empties ashtrays. May perform duties such as changing light bulbs, assembling and/or moving furniture, running errands on and off campus, distributing mail, locking and unlocking classrooms and/or buildings, raising and lowering flags, and stocking supplies. May perform grounds keeping duties such as mowing grass, raking leaves, and weeding flower beds. May assist in performing minor plumbing, carpentry or electrical repairs. Must be skilled in operating specialized cleaning equipment (e.g., buffer, carpet shampoo machine, vacuum cleaner, etc.) and various hand tools. Performs other duties as assigned.

Work requires sitting, standing, walking, stooping, bending, crouching, climbing, and lifting light and heavy objects. Must use tools and equipment that require a high degree of dexterity. Work is performed primarily indoors and the employee is exposed to dust, dirt, grease, irritating chemicals, and machinery with moving parts. Work may require temporary assignment of duties to other Augusta Tech campuses.

COMPETENCIES

- Knowledge of custodial tools and methods
- Knowledge of safety guidelines
- Knowledge of college policies and procedures
- Skill in the use of cleaning tools and supplies

MINIMUM QUALIFICATIONS

Two (2) years experience in custodial work. Must have knowledge of various cleaning chemicals, and knowledge of operating specialized cleaning equipment. Must be familiar with college policies and procedures, including safety rules and regulations and be able to follow detailed instructions.

APPLICATION DEADLINE: The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter(easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

A Unit of the Technical College System of Georgia

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate based on race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.