



Position Announcement October 2018

Position: Maintenance Technician

Position Status: Full time

Application Deadline: November 7, 2018

Position Description:

The Maintenance Technician is responsible for performing skilled and semi-skilled work associated with the maintenance and repair of the college's facilities and grounds. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may require travel within the college's service area and other travel as needed.

Major Responsibilities may include, but are not limited to the following:

- Install, maintain, or repair electrical systems and associated hardware
- Install, maintain, or repair and renovate plumbing hardware
- Assists with renovation projects as assigned
- Assists with carpentry projects
- Participates in the repair and maintenance of college equipment and vehicles
- Participates in grounds maintenance activities, including installation and maintaining landscaping, applying herbicides and pesticides, and maintaining parking lots
- Uses and maintains a variety of tools, materials and equipment
- Maintains required records and logs
- Maintains fire alarms, sprinkler and security systems
- Responds to emergency requests for repairs

Job Competencies:

- Knowledge of the tools, equipment, materials and practices of building and grounds maintenance
- Knowledge of safety policies and procedures
- Knowledge of plumbing, electrical, and HVAC system maintenance and repair
- Skilled in the operation of computers and job related software
- Skilled in interpersonal relations and in dealing with the public
- Oral and written communication skills
- Ability to lift, push and carry heavy items
- Ability to read, interpret and apply construction plans, specifications and blueprints

Location / Schedule:

This position will be assigned to the Warner Robins campus and will require travel within the college's service area and other travel as needed. Work schedule of 7:00 a.m. to 4:00 p.m. Monday through Friday. Position may require a flexible schedule to include day/evening or weekend hours to meet the needs of the department. This position will work 12 months a year and a 40-hour weekly work schedule.

Minimum Qualifications:

- High School Diploma or GED
- 1 year documented experience in a skilled trade (electrical, carpentry, plumbing) or building maintenance

Preferred Qualifications, in addition to minimum qualifications:

- Documented work experience in post-secondary facilities maintenance

Salary/Benefits:

Annual gross salary rate of \$25,104.00. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). This position is eligible for retirement benefits, state insurance, leave accrual and holiday pay.

Application Procedure:

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

All applicants are subject to the following applicable pre-employment screenings

Criminal History Records

Motor Vehicle Records

Employment References

Pre-Employment Drug Test

Fingerprint Records

Credit History Records

Psychological Screening

Medical Examination

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.