



Maintenance Technician Full Time Floyd County Campus

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the full-time position of Maintenance Technician to be located on the Floyd County Campus and may be required to travel to other campuses to meet operational requirements. This position will report to the Maintenance Supervisor. This position is responsible for performing work associated with the maintenance and repair of the facilities and grounds; relocating fixtures, furniture, equipment, and other duties as assigned. The successful candidate must be capable of lifting, pushing, or pulling 50 lbs. minimum and work in an emergency situation during evenings or weekends. NOTE: This is a full-time position and is required to work 40 hours per week. This position requires an on-campus work environment presence and does not offer a telework option.

Duties/Responsibilities:

- Perform repairs of buildings and equipment (Major repairs are performed under the supervision of maintenance tech 2 or 3 or outside contractor services).
- Assist with preventative maintenance procedures on building mechanical equipment on a scheduled basis. Repair/replace broken parts as needed.
- Perform preventative maintenance procedures on grounds equipment.
- Perform grounds maintenance activities including installation and maintenance of grounds and parking lot repairs.
- Ensure grounds are kept free of debris and trash.
- Assist with renovation and remodeling projects including but not limited to plaster/drywall repair and painting.
- Maintain required records and logs.
- Use and maintain a variety of tools, materials and equipment.
- Participate in grounds maintenance activities, including installing and maintaining landscaping, applying herbicides and pesticides, and maintaining parking lots.
- Assist with fixture, furniture, and office relocation.
- Respond to emergency maintenance requests as needed.
- Other duties as assigned.

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
- Skill in the operation of computers and job-related software programs
- Skill 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

Required Qualifications:

High school diploma or equivalent ***and*** one (1) year of experience in a skilled trade or building maintenance. Ability to follow oral and written instructions. Ability to lift, push, and carry heavy items (50 lbs. minimum). Ability to work from a ladder when necessary. Valid driver's license.

Preferred Qualifications:

Two (2) years' experience in a maintenance position. Knowledge of welding, carpentry, electricity, plumbing, HVAC, etc. Experience with garden tools and lawn maintenance equipment. Experience operating bush hog, bobcat, and associated equipment.

Physical Demands:

The successful candidate must be capable of lifting, pushing, or pulling 50 lbs. minimum. Must have the ability to climb a ladder. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary:

- **Maintenance Tech 1:** High school diploma ***and*** one (1) year of related work experience. Starting Salary: \$38,500
- **Maintenance Tech 2:** High School diploma ***and*** three (3) years of related work experience ***and*** applicable certification **OR** high school diploma ***and*** year by year experience. – Starting Salary: \$42,640
- **Maintenance Tech 3:** High School diploma ***and*** five (5) years of related work experience ***and*** applicable certification **OR** high school diploma ***and*** year by year experience. – Starting Salary: \$46,800

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401K & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia.

Application Deadline: Open until filled.

Application Process:

All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.