



## Maintenance Technician Full Time Floyd County Campus

### Job Summary:

Georgia Northwestern Technical College is seeking a full-time maintenance position for the Floyd County campus located in Rome, Georgia. This position will report to the Floyd County Campus but may be required to travel to other campuses to meet operational requirements. This position is responsible for performing work associated with the maintenance and repair of the facilities and grounds; relocate fixtures, furniture, equipment, and other duties as assigned. The successful candidate must be capable of lifting, pushing, or pulling 50lbs minimum and in an emergency work evenings or weekends.

### Duties/Responsibilities:

- Performs 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
- Performs 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.
- Maintains required records and logs;
- Uses and maintains a variety of tools, materials and equipment;
- Participates in grounds maintenance activities, including installing and maintaining landscaping, applying herbicides and pesticides, and maintaining parking lots;
- Assist with fixture, furniture, and office relocation.
- Responds 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:**

A 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 (50lbs. min.). Ability to work from a ladder when necessary. Must have a 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:**

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

**Salary:** \$37,000-\$45,000

**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, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

**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/](http://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 applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, [ebarksdale@gntc.edu](mailto:ebarksdale@gntc.edu).