



Position Announcement November 2024

Position:	General Laborer
Employment Status:	Fulltime
Application Deadline:	Open Until Filled
Primary Work Location:	Warner Robins Campus
Work Schedule:	40 hours week / 12 calendar months per year

A review of the completed application packets may begin upon receipt. Interviews of qualified candidates may begin following review; the position may close at any time following November 13, 2024 based on candidate(s) selection.

Position Summary:

This position performs general trade labor responsibilities in support of the College's Facilities department. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and applicable accreditation standards.

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

- Pressure washing
- Grounds care to include mowing, edging and trimming, trash pick-up
- Floor care to include mopping, strip and waxing floors, cleaning carpets
- Window cleaning
- Event set-up and breakdown and clean up
- Operating state-owned vehicles for official CGTC activities
- Operation of heavy equipment such as forklifts, man lifts, etc.
- Timely completion of assigned training
- Other responsibilities as assigned

Competencies:

- Ability to read and follow directions/instructions
- Ability to work outside in extreme weather conditions
- Ability to lift, push, and carry heavy items
- Ability to work on ladders and/or scaffolding
- Ability to work flexible schedules as needed
- Ability to distinguish between colors

Projected Work Hours/Location:

This position generally works normal day hours of 7:00 a.m. to 4:00 p.m. Monday through Friday. **Additional hours or a flexible schedule to include evening and weekend hours will be required as needed.** This position will report to the Warner Robins campus and provide services to all CGTC locations as needed. Travel between locations is required, must be licensed to operate state owned vehicles. This position is scheduled to work 12 months per calendar year and at 40 hours per week.

Salary / Benefits:

Annual gross salary of \$33,280.00 (no degree/HSD diploma/equivalent) to \$35,604.00 (Associate degree). This is a fulltime position scheduled to work year-round at 40 hours per week. This position is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

Minimum Qualifications:

- None

Preferred Qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Any documented work experience in the areas of responsibility

Application Procedure:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process

5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

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 concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

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

As set forth in its student catalog, Central Georgia Technical College (CGTC) 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).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: cjohnson@centralgatech.edu.

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