



**Position Announcement
January 2025**

Position: General Laborer
Employment Status: Fulltime
Application Deadline: Open Until Filled
Primary Work Location: Macon 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 February 6, 2025 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 Macon 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

Equal opportunity and decisions based on merit are fundamental values of 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 the 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.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

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

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