



## Position Announcement July 2024

<b>Position:</b>	Maintenance Technician
<b>Position Status:</b>	Full time
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	Macon
<b>Work Schedule:</b>	40 hours per week / 12 months per calendar year

*A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be scheduled after review; the position may close at any time after July 9, 2024 based on candidate selections.*

### **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.

### **Job 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
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

### **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 Macon 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:**

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

***This position will operate state owned vehicles in performance of job responsibilities, a current valid drivers license is required as a condition of employment.***

**Preferred Qualifications, in addition to minimum 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:*

- Documented work experience in post-secondary facilities maintenance

**Salary/Benefits:**

**Annual gross salary range of \$33,280 (HS Diploma/Equivalent) to \$35,604 (Associate degree). The actual annual gross will be determined by the candidate's highest qualifying degree based on meeting published minimum and preferred qualifications.** 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:**

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. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.
2. 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*)

3. 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
4. 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](mailto: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](mailto:cjohnson@centralgatech.edu).

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