



Position Announcement January 2025

Position:	Maintenance Technician
Position Status:	Full time
Application Deadline:	Open Until Filled
Primary Work Location:	Macon or Milledgeville
Work Schedule:	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 February 7, 2025 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:

The College is seeking to fill fulltime positions for the Macon and Milledgeville campuses. Positions 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 valid Georgia driver's 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.
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: cajohnson@centralgatech.edu.