



Maintenance Technician Part Time Whitfield-Murray County Campus

Job Summary:

Georgia Northwestern Technical College is seeking a part-time maintenance position for the Whitfield-Murray County Campus. This position will report to the Whitfield-Murray campus but may be required to travel to other campuses to meet operational requirements. This position under supervision installs, repairs, and maintains buildings of the college; relocates fixtures, furniture, equipment, bulk items, and other duties as needed. This position will also include some grounds duties, and custodial duties. The successful candidate must be able to work possibly day or evening schedules. This position is part-time and is not eligible for benefits. 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:

Knowledge of general maintenance and repair. Ability to follow oral and written instructions. Ability to lift, push, and carry heavy items (50 lb. min.). Must have a valid driver's license.

Preferred Qualifications:

In addition to the minimum qualifications, two years working experience in a maintenance position. Knowledge of welding, HVAC, carpentry, electricity, plumbing, etc.; knowledge of tools, equipment, etc.

Physical Demands:

Must have the ability to lift heavy objects (minimum 50 lbs). Must have the ability to climb a ladder. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$15.00

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, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401k & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employer's Retirement System of Georgia.

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/. 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.