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| **Facilities Manager - PT** | | | |
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| **Campus:** | Cordele | | |
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| **General Duties:** | Trains, assigns, directs, supervises and evaluates the work of employees engaged in performing skilled and semi-skilled buildings and grounds maintenance and repair duties; Supervises and participates in the repair and maintenance of college buildings, college equipment and vehicles; Plans and directs renovation projects as assigned; Completes carpentry projects; Uses, distributes and maintains materials, tools and equipment; Supervises and participates in grounds maintenance activities, including installing and maintaining landscaping and parking lots; Responds to emergency requests for repairs; Maintains records and logs of items such as time and materials expended on each work order and brief description of work performed; Maintains fire alarms, extinguishers, sprinkler and security systems; Applies insecticides by use of sprayer as directed and by adhering to necessary safety precaution; All other duties as assigned. | | |
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| **Education Requirements:** | High School Diploma or GED \*AND\* Three (3) years of related experience | | |
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| **Minimum Qualifications:** | Knowledge of the tools, equipment, materials and practices of building and grounds maintenance; Knowledge of custodial tools, supplies and techniques; 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; Decision making and problem solving skills; Skill in the supervision of personnel; Skill in interpersonal relations and in dealing with the public; Oral and written communication skills | | |
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| **Preferred Qualifications:** | n/a | | |
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| **Physical Demands:** | Ability to push, pull, stoop, kneel, crouch frequently; Walking and standing 4-8 hours; Must be able to grip, hold and turn object in his/her hands and ability to exert 50-100 lbs. of force occasionally and/or 25-49 lbs. of force frequently; Near Vision — The ability to see details at close range (within a few feet of the observer). | | |
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| **Compensation:** | Part-time position. The hourly rate for this position will commensurate with experience. | | |
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| **Benefits:** | This is a part-time temporary position; max of 29 hours per week and does not include benefits or a promise of future full-time employment. | | |
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| **Reports to:** | VP of Facilities and the Asst VP of Academic Affairs | | |
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| **Availability** | Must have availability to work flexible schedule, including evening, some travel is required. | | |
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| **Application Deadline:** | Until filled | | |
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| **Application Instructions:** | Please complete our SGTC application on our website [**www.southgatech.edu**](http://www.southgatech.edu) access this by clicking on the link **Careers @ SGTC**. For further assistance call the Human Resources Office at (229) 931-2454 or (229) 931-2450 or by emailing [Erika.Carrillo@southgatech.edu](mailto:Erika.Carrillo@southgatech.edu) or [Suzanne.Singletary@southgatech.edu](mailto:Suzanne.Singletary@southgatech.edu). | | |
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| **Notices:** | Pursuant to college policy, a thorough background investigation, including a criminal history check, shall be conducted on all candidates prior to being hired for any position with SGTC. | | |
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| Position Number: | **00183999** | Job Code: | **10058** |