POSITION: Part-Time General Maintenance Technician Assistant (Summer Only)

Minimum Qualifications:
1. High school diploma or GED required. Associate degree preferred.
2. Two years of related work experience preferred.
3. Valid driver license required. Must be insurable by the college’s insurance carrier. EPA refrigerant recovery certification preferred.

Primary Purpose: Assist with general maintenance to the buildings on each of the campuses of the College, to include maintaining, repairing, and installing equipment and fixtures, providing light plumbing repairs, and other repairs and maintenance as needed.

Job Functions:
1. Provide general maintenance to the buildings, to include replacing bulbs and ballasts, replacing ceilings tiles, and installing and repairing drywall, and painting.
2. Install and repair mixing valves and plumbing fixtures such as urinals, water closets, lavatories, sinks, and drinking fountains.
3. Lubricate bearings on HVAC equipment, change filters in air handlers and provide routine checks on HVAC equipment.
4. Provide assistance to electricians and skilled technicians as needed.
5. Maintain and repair waste and sewage systems.
6. Adjust thermostats.
7. Replace faulty outlets and switches.
8. Provide light carpentry work as needed.
9. Assemble classroom and office equipment and furniture.
10. Replace parts and lubricate machinery.
11. Assist with event set ups as needed.
12. Inventory and order maintenance and housekeeping supplies as necessary.
13. Performs other related duties as assigned.

Salary: Salary is based on 19 hours per week. Hourly rate is $9.15.

Application Deadline: 4:30 p.m., June 29, 2016

Application Procedure: A complete application packet consists of:
1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Proof of education (copy of diploma or GED)
4. Work experience verification in writing from your current and/or previous employer(s) confirming the required level of experience as stated in the “Minimum Qualifications” section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from current employer only may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the “Minimum Qualifications” section, verification from previous employer(s) is required. Remember that the work experience verification completion is your responsibility. Please visit http://www.jeffersonstate.edu/about-jssc/human-resources/work-experience-verification/ to obtain form. (For clarification, please contact Human Resources)
5. Copy of driver license

Materials may be submitted to:
Jefferson State Community College
Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899
Fax (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Department of Postsecondary Education and Jefferson State Community College, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding.

Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.

EQUAL OPPORTUNITY EMPLOYER