

Please Note: If you are applying for more than one position, please submit a separate, complete application



Posting Date: December 7, 2020

## INTENT TO EMPLOY

**Position:** General Maintenance Technician

**Minimum Qualifications:**

1. High school diploma or GED certification **required**.
2. A minimum of two years of full-time related work experience **required**.
3. Valid State Driver's License **required**. Must be insurable by the college's insurance carrier.

**Primary Purpose:**

Provide 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. The employee will:

**Job Functions:**

1. Provide general maintenance to the buildings, to include replacing bulbs and ballasts, replacing ceiling tiles, 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. Perform other related duties incidental to the work described herein.

**Salary:** \$31,077.00- \$45,935.00 based on ACCS Board of Trustees Salary Schedule E3/05 and experience.

**Application Deadline:** 4:30 p.m., December 21, 2020

**Application Procedure:** An application packet consists of:

1. A completed Jefferson State Community College application specific to this position.
2. Current Resume.
3. Proof of education.
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. (For clarification, please contact Human Resources) Remember **that the work experience verification completion is your responsibility**. Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)
5. Valid State Driver's License

**"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"**

**Materials may be submitted to:**

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 Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, 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**