

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



**INTENT TO EMPLOY     Posting Date: January 06, 2021**

**Position:**     General Utility Technician

**Minimum Qualifications:**

1. High school diploma or GED required. Associate degree **preferred**.
2. Two (2) years of full-time related work experience **required**.
3. Valid Alabama Driver's License **required**. Must be insurable by the college's insurance carrier.
4. EPA refrigerant recovery certification **preferred**.

**Job Functions:** Maintain, repair, and install equipment and fixtures in the various campus buildings. The employee will:

1. Replace bulbs and ballasts.
2. Replace ceiling tiles.
3. Check on HVAC equipment periodically, ensuring it is operating properly.
4. Lubricate bearings and change filters in air handlers.
5. Assist skilled technicians in the installation of motors and compressors.
6. Assist electricians in pulling wire and cable.
7. Install and repair mixing valves and plumbing fixtures such as urinals, water closets, lavatories, sinks, and drinking fountains.
8. Maintain and repair waste and sewage systems.
9. Adjust thermostats.
10. Replace faulty outlets and switches.
11. Minor painting as needed.
12. Assemble classroom and office equipment and furniture.
13. Replace parts and lubricate machinery.
14. 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.,     Extended Deadline Date:     February 4, 2021**

**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
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)
5. Copy of 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**