



J.F. DRAKE STATE

COMMUNITY & TECHNICAL COLLEGE

INTENT TO EMPLOY

Post: 11/27/18

POSITION: MAINTENANCE EMPLOYEE

REQUIRED QUALIFICATIONS:

- A high school diploma or equivalent
- One (1) year of experience in general maintenance and custodial work
- Valid State Driver's License. Must be insurable by the college's insurance carrier.
- Ability to project a professional and congenial demeanor
- Ability to lift up to 50 lbs.
- Ability to stand/walk/lift/stoop/bend for prolonged period of time

PREFERRED QUALIFICATIONS

- Three (3) years of general maintenance and custodial work experience
- One (1) year of experience in electrical, carpentry, plumbing, or HVAC, along with current certifications
- Experience in masonry
- Knowledge of Occupational Safety and Health Act and Hazardous Communications program regarding worker safety and the use of chemicals

DESIRED PROFILE:

Preference will be given to candidates who can demonstrate through their experiences and accomplishments:

- An understanding of and commitment to the philosophy and mission of a community and technical college
- A sensitivity and commitment to cultural diversity
- The ability to handle multiple tasks and various situations in a calm and professional manner
- Ability to work well under pressure and deadlines
- A commitment to teaching and learning , where recent high school graduates, adult students, and non-traditional students are involved

ESSENTIAL JOB FUNCTIONS:

The Maintenance Worker shall perform the duties as specified in conformity with policies established by the Alabama Community College System Board of Trustees and the J.F. Drake State Community and Technical College Faculty and Staff Handbook.

- Repair and/or replace electrical outlets, light switches, light fixtures, bulbs, ballasts, and other components
- Repair or replace sinks, toilets, urinals, water fountains, water heaters, and plumbing fixtures such as faucets and flush valves, and other parts and appliances; clean blocked drains
- Install and repair baseboards, sheetrock, ceiling tiles and grids, and doors
- Repair sidewalks and parking lots
- Perform general custodial functions to include washing windows, mopping, stripping, buffing, and waxing floors; pays particular attention to the cleanliness and sanitation of all restrooms in assigned work areas as well as entrances and areas surrounding the buildings
- Report to supervisor, any item in need of repair and corrects or reports safety hazards
- Knowledge of the proper use of cleaning supplies
- Paint as assigned
- Spray insecticide and/or herbicide
- Operate equipment/machinery such as buffers and vacuum cleaners
- Assist in moving equipment and furniture

- Keep warehouse storage orderly
- Use common hand tools
- Operate shop vehicles and forklift
- Perform general housekeeping/buildings/grounds duties as assigned
- Process maintenance requests as assigned
- Retain and submit documentation as requested to support accreditation efforts.
- Perform other work related responsibilities as assigned by the Director of Operations and/or the President

Job description may be modified or altered at any time by management.

SALARY: Appropriate placement on the Alabama Community College System Board of Trustees
Salary Schedule E5, Grade 07
Salary Range \$24,175 - \$38,460

APPLICATION: Applicants must meet the minimum qualifications and must submit a complete application packet to be considered for this position. It is the sole responsibility of the applicant to ensure his or her application packet is complete. A complete application packet includes:

- A completed and signed DSCTC application
- Current resume
- Employment letter(s) from current and/or previous employers, verifying relevant employment experience meeting the minimum required qualifications. Letters must include employment dates, job title, full-time or part-time, and on official letterhead with an actual authorized personnel signature. Letter from current employer may be delayed until an official offer of employment has been made.
- Official transcripts for the required degree and higher, identifying the applicant, institution, and date degree conferred. Unofficial transcripts will be accepted as part of the application packet, but official transcripts must be received in the Office of Human Resources prior to the employment start date.

J.F. Drake State Community and Technical College employment forms are available online at www.drakestate.edu or from the Office of Human Resources. The completed application packet should be returned to:

J.F. Drake State Community and Technical College
Attn: Office of Human Resources
3421 Meridian Street, North
Library, Room 219
Huntsville, Alabama 35811
Telephone 256-551-7278

APPLICATION DEADLINE: **Tuesday, December 11, 2018 at 4:30 p.m.**

ANTICIPATED STARTING DATE: **January, 2019**

All applicants must have on file, a completed application packet by the deadline date. All applications received will be screened and interviews scheduled by appointment only. All applicants must adhere to the College's prescribed interview schedule and must travel at his/her own expense. Applicants must demonstrate written proficiency in English as part of the on-campus interview process. Drake State Community is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security. Employment will be contingent upon the results of E-Verify and a satisfactory criminal background check.

J.F. Drake State Community and Technical College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program, activity, or employment. Drake State will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to awarding. Drake State compiles information about safety and security and publishes an annual report. This report can be found on the website by accessing the crime and safety report link. The link can be found on the Drake State home page by clicking the "About Us" tab and the selecting the "Campus Security Report" link. A copy can also be obtained by contacting the Director of Operations at 256-551-5210.