
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Maintenance Technician (Full Time)

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC is undergoing major changes as it prepares for the future. It has adopted a new vision: To be recognized as the premier rural community college in North Carolina; and a new mission statement: To continuously promote educational attainment, economic development, and cultural enrichment in Columbus County and surrounding areas. To achieve its mission and move towards its vision, SCC is focused on its performance in student success, workforce development, enrollment, employee performance, facilities, resource acquisition & use and community services.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourne in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

Purpose and Function

In support of the overall College, the Maintenance Technician will work with a team of Plant & Maintenance Operations staff (Maintenance Technician, Administrative Assistant, Custodial) to provide general maintenance and support in a commercial facility environment for the Southeastern Community College campus. In order to accomplish the objectives of this position, the Maintenance Technician performs the following functions:

1. Provides general maintenance of campus buildings and grounds, including completion of maintenance work orders as assigned.
2. Installs and repairs electrical systems.
3. Services air conditioning and heating systems.
4. Performs minor plumbing repairs and installations.
5. Performs minor vehicle maintenance and/ or transports vehicles to local repair facilities.
6. Move and sets up equipment as needed.
7. Performs minor renovation and construction projects.
8. Assists in the Central Receiving operations.
9. Assist in the set-up and break-down of campus events.
10. Perform general roof maintenance.
11. Performs other tasks as assigned by the Director of Facilities in support of college maintenance program.

Minimum Requirements for the Position:

1. High school diploma or equivalent.
2. Two years of work experience in general maintenance, minor electrical repairs, plumbing and servicing HVAC equipment.
3. Working knowledge of operating small and large equipment.
4. Knowledge and ability to follow OSHA safety regulations.
5. The ability to work well with co-workers, and the public.
6. Demonstrate professionalism in attitude and work ethics.

7. Initiative towards job performance and the ability to work with minimum supervision.

Preferred Requirements:

1. Vocational skills training in electrical repairs and HVAC.

Skills and Abilities:

1. Ability to organize/prioritize tasks
2. Ability to work well with others
3. Understanding and knowledge of HVAC systems
4. Carpentry
5. Mechanical knowledge
6. Physically capable of sustained lifting of up to 50 lbs., standing, crouching, climbing
7. Ability to perform job duties in adverse weather conditions

Excellent references from previous employers must be furnished upon request. The preferred start date is July 16, 2018.

A completed Southeastern Community College application (located on the SCC website), a resume, letter of interest addressing the requirements and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. First review of applications will begin June 22, 2018. Applications accepted until filled.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472. Telephone (910) 642-7141, extension 310. www.sccnc.edu.

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