
Southeastern Community College

EMPLOYMENT OPPORTUNITY

General Maintenance Worker

Part 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 Chadbourn 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 of the Position

Under the direction of the Director of Facilities, the General Maintenance Worker performs maintenance tasks as indicated below. In order to accomplish the objectives of this position, the General Maintenance Worker 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 operation and will receipt for and deliver equipment, parcels, and process official mail to various departments on and off campus.
9. Performs other tasks as assigned by the Maintenance Supervisor in support of college maintenance program.

Minimum Requirements for the Position

1. High School diploma or equivalence, and vocational skills training in electrical repairs and HVAC.
2. Two years' work experience in general maintenance, minor electrical repairs, plumbing and servicing HVAC equipment.

3. Knowledge and ability to follow OSHA safety regulations.
4. Working knowledge of operating small and large equipment.
5. Willingness to work in the day, evening, on Saturday, at unconventional times as necessary.
6. Ability to work well with co-workers, and the public.
7. Demonstrated professionalism in attitude and work ethic.
8. Ability to work with minimum supervision.
9. Commitment to the community college "open door" philosophy and the comprehensive community college concept.

Preferred Requirements for the Position

1. Associate's degree, and vocational skills training in electrical repairs and HVAC.
2. Five years' work experience in general maintenance, minor electrical repairs, plumbing and servicing HVAC equipment.
3. Experience in mechanical repairs
4. Carpentry experience

Excellent references from previous employers must be furnished upon request.

A completed Southeastern Community College application (located on the SCC website), a resume, copies of any industry certifications 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. Initial review of applications will be October 31, 2018. Applications will be accepted until the position is 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.scnc.edu

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