

## POSITION VACANCY

March 13, 2015

Name of Position:	Facilities Maintenance Assistant
Applications accepted through:	March 27, 2015 or until filled
Effective Date of Employment:	April 15, 2015
Length of employment:	Full-time, 12 month position
Salary Range:	\$20,622 - \$25,777

### Position requirements:

A High School degree or equivalent is required. One to three years' entry-level experience in construction, grounds or building maintenance trades, i.e., HVAC, electrical, plumbing, etc. is required. The assistant must have a working knowledge of computers and associated software to facilitate the college's requisition purchasing, work order and communication networks. Basic entry-level knowledge of procedures, materials, and equipment related to plumbing, masonry, heating and air conditioning, carpentry, and painting trades and skill in the use of hand and power tools is required. The assistant must be able to follow instructions and to perform tasks independently. He/she must be able to communicate well with staff, students and the general public. A North Carolina driver's license and a good driving record are required to be insured on the college automobile insurance. A National Career Readiness Certificate is preferred.

### Position duties:

The assistant performs basic facilities tasks related to the maintenance of buildings, electrical, plumbing, carpentry and heating/air conditioning systems, scheduled and preventive maintenance on HVAC systems (filters, belts, lubrication, etc.) and assists in repairs, replacement, or installation of electrical equipment. Additional duties include being able to install communication network cables and terminations, perform basic carpentry work or assist other technicians in carpentry job assignments and provide assistance in the repair of aerial parking lot pole lights and fixtures. The assistant must perform in a safe, reliable and quality manner all duties, skills, and responsibilities related to the trade industry, and obtain local purchase orders or initiate automated purchase request for items needed to perform maintenance tasks and pick up supplies from local vendors. The maintenance assistant performs tasks with the guidance of skilled facilities maintenance technicians and under the direction of the facilities supervisor or facilities superintendent.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

***INSTITUTION:** Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. Tobacco Free Campus as of August 1, 2009.*

***APPLICATIONS:** Submit an original Wayne Community College [employment application](#) and all support materials, including copies of transcripts of all post-secondary studies to Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.*