

POSITION VACANCY

February 26, 2015

Name of Position:	Facility Maintenance Specialist
Applications accepted through:	March 9, 2015 or until filled
Effective Date of Employment:	March 23, 2015
Length of employment:	Full-time
Salary Range:	Commensurate with College Salary Plan

Position requirements:

A degree or certificate related to Electrical trades or HVAC is required. Must have three to five years or more experience in construction, grounds or building maintenance trades, i.e., HVAC, electrical, plumbing, etc. is required. HVAC candidate must have one of the following valid refrigerant certifications; Type 2 or Type 3 (universal certification preferred). The Specialist must have a working knowledge of computers and associated software to facilitate the college's requisition purchasing, work order and communication networks. 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 Specialist 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. Electrical Specialist candidates must have a valid Limited Electrical License (Unlimited is preferred). Specialty Electrical License will not be accepted in lieu of a valid Limited License. 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 Facility Maintenance Specialist performs basic facility 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 Specialist 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 Facility Maintenance Specialist performs tasks under the direction of the Facilities Maintenance Supervisor or Facilities Grounds 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.