



Posting Date: June 23, 2022
Closing Date: July 7, 2022

Northwest-Shoals Community College

NOTICE OF INTENT TO REORGANIZE A POSITION

Internal Posting Assistant Maintenance Supervisor (HVAC/Electrical)

This position is posted in compliance with Alabama Code §16-22-15.
It is the intent to place a current employee in this position.

Position Announcement

STARTING DATE: **Approximately - July 2022**

Only permanent full-time employees are eligible to apply. Applicants must meet the minimum qualifications and must submit a Letter of Interest and resume to be considered.

- QUALIFICATIONS:**
- Minimum of a Career Certificate in HVAC or Electrical, **required**.
 - Three years full-time documented related work experience, **required**.
 - Experience in one or more of the following trades: Electrical, Building Construction, or HVAC, preferred.
 - Six years of documented experience in the construction or maintenance field, preferred.
- ESSENTIAL FUNCTIONS:**
- Assist the Maintenance Supervisor with overseeing the day-to-day operation of electrical and HVAC Technicians and other operations as needed.
 - Monitors performance of subordinates at the directions of the Maintenance Supervisor.
 - Supervises and assigns work requests, duties, and routine task to maintenance technicians.
 - Plans, coordinates and schedules the work of maintenance technicians, monitoring work activities and ensuring proper quality, quantity and safety standards are met.
 - Performs daily office duties to include work order assignments and close outs, invoice processing and material ordering.
 - Assist in shipping, receiving, and delivering UPS Ground, FedEx, Express Ground, and other ground packages to employees and departments.
 - Adjust work procedures as needed and recommend measures for improved efficiency.
 - Assist in ensuring that the duties, responsibilities, and authority of each job are clearly defined, effective, and communicated to subordinate staff members.
 - Assist in ensuring that qualified maintenance personnel are selected for particular job task and duties.
 - Where appropriate, informs employees as to plans and progress.
 - Performs grounds maintenance duties, including landscaping, lawn and plant care, leaf removal and tree trimming.
 - Operates equipment such as fork-lift, lawn equipment, automatic floor scrubbers and floor buffers.

- Records and maintains accurate records of time, invoices, and materials.
- Observes safety regulations, uniform code, and all college policies.
- Makes recommendations to the Maintenance Supervisor regarding budget, safety, planning, etc., as it relates to specific responsibilities.
- Assist in maintaining plumbing fixtures, water leaks and roof repair.
- Clean and maintain various mechanically and electrically operated equipment including heating, ventilation, air-conditioning, boilers, chillers, and compressors.
- Utilize various HVAC instruments such as air conditioning gauges, vacuum pumps, volt-ohm meter, other various test equipment.
- Be knowledgeable in sheet metal work.
- Be knowledgeable in electrical diagrams and diagnosing problems in chillers, boilers, DX units and refrigeration equipment.
- Assists in special projects of maintenance and cleaning during school breaks.
- Assist in college event set-ups.
- Serve on committees as assigned.
- Attend all job-related training programs.
- Perform all other duties as assigned by the maintenance supervisor or assistant supervisor or his or her designee.

SALARY: Compensation is in accordance with the Alabama Community College System's Salary Schedule E2-2 (\$46,838 - \$61,993)

Northwest-Shoals Community 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 of 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 be subjected to discrimination under any program, activity, or employment.

Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants in need of an accommodation(s), should contact the Office of Human Resources prior to the interview. 256-331-5279

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

Northwest-Shoals Community College will not be responsible for copying application packets for current or future positions.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Northwest-Shoals Community College 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.

Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding of employment.