



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

Northwest-Shoals Community College

NOTICE OF INTENT TO REORGANIZE A POSITION

Internal Posting
Maintenance Supervisor
Phil Campbell Campus

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 an Associate's Degree in a related field, **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:

- Supervises Maintenance and Custodial staff on the Phil Campbell Campus.
- Supervises and assigns work request, duties, and routine task to maintenance and custodial personnel.
- Adjust work procedures as needed and recommends measures for improved efficiency.
- Assist in developing short- and long-range operating objectives, organizational structure and staffing requirements.
- 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 duties.
- Ensure that a positive employee relations position is maintained promoting teamwork and cooperation.
- Ensure that the College's management principles, policies, and programs are consistently practiced.
- Ensure that effective communications are maintained within areas of responsibility. Where appropriate, inform employees as to plans and progress.
- Implement techniques to improve productivity, increase efficiencies, cut cost, take advantage of opportunities, and maintain state of the art practices.
- Conduct the evaluation of all maintenance and custodial staff.

- Repair and preventative maintenance of college equipment, building, and other facilities.
- Yard and lawn maintenance coordination.
- Construction and refurbishing of college facilities and infrastructure.
- Set-up of facilities for all college activities.
- Measure, cuts, and install pipe and tubing for gas, water, and hydraulic lines.
- Maintain plumbing system, open clogged drains, and repair other plumbing fixtures.
- Install electrical equipment and repair or replace wiring and fixtures.
- Bend and cut conduit, cut wires and drill holes in walls, floors or ceilings for electrical connections.
- Cut lawn, edges, and weed eat using power mower equipment.
- Maintain HVAC.
- Coordinate with other departments/directors as necessary.
- Present update of departmental activities at management meetings.
- Attend meeting as required.
- Assume other work related responsibilities as assigned by the Executive Director of Facilities or the President.

SALARY: Compensation is in accordance with the Alabama Community College System's Salary Schedule E1-1 (\$51,884 - \$67,038)

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.