

# INGRAM STATE TECHNICAL COLLEGE

## Position Announcement Facilities Maintenance Technician (Full Time) Re-Posted 03/04/2019

**Application Deadline:** Search will continue until **3:00 PM on Friday, March 15, 2019.**

**General Information:** J. F. Ingram State Technical College is a postsecondary correctional education institution with centers located at Deatsville, Wetumpka, adjacent to Draper Correctional Facility in Elmore County, a presence at the Alabama Therapeutic Education Facility (ATEF) in Columbiana, Alabama as well as at Donaldson Correctional Facility. Its mission is to provide quality educational services to individuals incarcerated in central Alabama's correctional facilities. The student population served is diverse in age, race, educational, economic, and cultural backgrounds.

**Qualifications:** Three (3) years of verifiable full-time maintenance experience in air conditioning/refrigeration, industrial maintenance, and/or related field is required. A technical college diploma in air conditioning/refrigeration, industrial maintenance, or related field is preferred. Documented intensive experience in the area of facility maintenance is preferred. EPA Section 608 Technician Certification is preferred.

**Job Summary:** The Facilities Maintenance Technician, under the direct supervision of the Coordinator of Facility Projects and Transportation, will keep College facilities, equipment, and grounds in operational and orderly condition as assigned. These activities include—but are not limited to—the following essential functions. These may be modified or others assigned in order to meet the needs of the College.

### Essential Functions:

- Ensures the storage and security of materials.
- Ensures execution of matters related to plant operations.
- Participates in any/all necessary training.
- Ensures compliance with changes in technology, laws, codes, or regulations with regard to general facility maintenance.
- Reports the condition of College buildings to the Coordinator of Facility Projects and Transportation to determine needed repairs and maintenance.
- Receives and ensures completion of authorized work requests.
- Keeps records and assists with preparation of required reports.
- Provides input in preparation of specifications for materials and equipment required.
- Possesses a current valid driver's license with nothing on motor vehicle report (MVR) that would result in inability to drive state-owned vehicles.
- Complies with any applicable guidelines and policies set forth by the Alabama Community College System (ACCS) Board of Trustees, Alabama Community College System, and J. F. Ingram State Technical College.
- Assumes other duties and responsibilities as assigned by the Coordinator of Facility Projects and Transportation, Dean of Administration, or their designee.

**Salary Range:** *Salary will be determined by placement on appropriate Alabama Community College System – approved salary schedule E3-03 (\$39,397 - \$53,683).*

NOTE: All applicants will receive a copy of the approved job description, which will include details of duties and responsibilities.

**Application Procedure:** Application forms are available from the following website at: [www.istc.edu/employment/jobs](http://www.istc.edu/employment/jobs).

**Important Note!** Only completed application packets will be considered. If an application deadline is specified, the College must receive all materials prior to the deadline. If an interview is required, applicants must adhere to the College's interview schedule, travel at their own expense, and be willing to complete any additional required application materials. Interviews may include a prescribed question and answer session, and may include a writing assignment, and/or a demonstration of job-related and teaching skills. All application materials received will permanently become part of the College's search files and will not be returned to the applicant. A separate application packet

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must be submitted for each position being applied for. Questions can be sent by e-mail to Dr. Brannon Lentz, Dean of Administration at [brannon.lentz@istc.edu](mailto:brannon.lentz@istc.edu) or call 334-514-8607.

**A complete application packet consists of:**

- A completed institutional application form containing the applicant's signature. (Electronic signatures are not acceptable however photocopies of application materials are acceptable)
- A current resume reflecting all previous work experience.
- Transcripts for all college coursework taken. Unofficial transcripts will be acceptable for review by a selection committee. However, prior to any offer of employment, official transcripts must be received by the College.

Human Resources Job Line  
(334) 290-3279

**Mail to:**  
J. F. Ingram State Technical College  
Post Office Box 220350  
Deatsville, Alabama 36022

**Hand deliver to:**  
5375 Ingram Road  
Deatsville, Alabama 36022

**\*\*All mailed application packets must be mailed to PO Box 220350, Deatsville, AL 36022 by the specified deadline.**

**DO NOT STAPLE ANY ITEMS CONTAINED IN YOUR APPLICATION MATERIALS**

**ALL APPLICATION MATERIALS, SUBMITTED FOR CONSIDERATION OF EMPLOYMENT, MUST BE MAILED OR HAND-DELIVERED TO THE COLLEGE AT THE SPECIFIED ADDRESSES LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES. NO E-MAILED OR FAXED APPLICATION MATERIALS WILL BE ACCEPTED.**

**Other Information:** J.F. Ingram State Technical College reserves the right not to fill this position should it be determined that the best interests of the College would be so served. I understand that any offer of employment is contingent upon a satisfactory criminal background investigation. I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures set out in the guidelines for ACCS Board Policy 623.01 will be followed. I further understand that I may be responsible for the cost of said criminal background check. In compliance with the Beason-Hammon Act (Immigration Act), E-Verify has to be completed within 3 days of hire and the determination will provide the basis for continued employment or other actions as stipulated by the E-Verify system.

***J.F. Ingram State Technical College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the ACCS Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity, or employment. J.F. Ingram State Technical College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.***