

Jones County Junior College  
Position Announcement  
September 7, 2017

POSITION: Maintenance Technician

DIVISION: Campus Operations; reporting to Director of Physical Plant

TERM OF EMPLOYMENT: Twelve (12) months

COMPENSATION: Salary commensurate with education and experience.

APPLICATION DEADLINE: September 21, 2017

JOB DESCRIPTION: Under the direction of the Director of Physical Plant, the Maintenance Technician will perform routine repairs, assist in minor renovations, and does basic maintenance in college buildings to include carpentry, plumbing, electrical and mechanical work. Performs all related duties according to state and local codes.

Major responsibilities and duties:

1. Ensure that facilities are maintained to a degree that is supportive of the instructional goals of the College.
2. Maintain a continuous preventative maintenance schedule for all buildings and initiates action for the repair and maintenance of the equipment.
3. Develop long-range plans for implementing innovations.
4. Take the initiative to develop needed professional skills appropriate to job assignments.
5. Employ effective interpersonal skills.
6. Demonstrate behavior that is professional, ethical, and responsible.

Job may require occasional irregular working schedule, such as evenings and weekends to repair and maintain mechanical systems.

QUALIFICATIONS:

- Valid Drivers license
- High School diploma or GED.

CONTACT PERSONS: All inquiries should be routed through the Human Resource Office:

Mr. Luke Hammonds  
Human Resources Director  
[luke.hammonds@jcc.edu](mailto:luke.hammonds@jcc.edu)  
Phone: 601-477-4058  
Fax: 601-477-4017  
Address: Jones County Junior College  
900 South Courts Street

Ellisville, MS 39437

Applicant must provide the following by the closing date:

- (1) Complete application (available online at [jcc.edu](http://jcc.edu)) and resume.
- (2) Minimum of three (3) references attesting to abilities.
- (3) Documentation of educational achievement (transcripts, etc.).
- (4) Documentation of work experience.

*Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Pam Brownlee, ADA Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4122; (Title IX) Julie Atwood, Title IX Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4053.*