



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT

### Part Time (Temporary)

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**POSITION**

Grounds Maintenance Worker

**Posting Date:**

2/13/2017

**Closing Date:**

ONGOING

**POSITION AVAILABLE**

As Needed

**REQUIRED QUALIFICATIONS**

- Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise.
- Routinely required to work under inclement weather conditions
- Sufficient mobility to pick up and deliver supplies, load, transport and operate lawn/garden equipment.
- Sufficient dexterity to conduct cleaning and grounds maintenance assignments
- Ability to organize and work independently

**PREFERRED QUALIFICATIONS**

- Effective written and oral communication skills
- Ability to work as a member of a team
- Effective interpersonal skills

**SALARY SCHEDULE PLACEMENT**

Commensurate with education and experience according to State Salary Schedule H

**DUTIES & RESPONSIBILITIES**

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Maintenance Supervisor, the Director of Facilities & Safety, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Sweeps, mops, scrubs, waxes, shampoos and vacuums various floor covers.
- Dusts, waxes, wash and polish furniture and woodwork.
- Cleans restrooms, replenishes supplies and fills dispensers.
- Washes windows, walls, sinks and fountains.
- Moves, arranges and sets up furniture and equipment for special events and meetings.
- Observes and reports the need for repairs and makes such minor repairs as time permits.
- Picks up trash and litter, and empties and cleans trash and garbage receptacles.
- Does emergency clean-up resulting from vandalism, breakage, spilling or illness.
- Stacks and stores furniture, equipment and supplies.
- Replaces light bulbs, air-conditioning filters, and makes minor, non-technical maintenance repairs.
- May transport goods and supplies from one location to another.
- Mow or rake lawn and cuts, edges, rakes, hoes weeds, trims and prunes landscaped areas.
- Waters various grounds areas by hand or by operating the sprinkler system.

## APPLICATION PROCEDURE

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System 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. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at [www.wccs.edu](http://www.wccs.edu) and should be returned to:

Human Resources Department  
Wallace Community College Selma  
3000 Earl Goodwin Parkway  
P.O. Box 2530  
Selma, AL 36702-2530  
Phone: 334-876-9234, 876-9227  
Fax: 334-876-9250  
Website: [www.wccs.edu](http://www.wccs.edu)

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If work verification from current employer does not cover the **required** level of experience as stated in the "**Required Qualification**" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

**Please Note:** If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

## APPLICATION DEADLINE

All application information must be received by the Human Resource Office. Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications will not be considered. A complete application package is the responsibility of the applicant.

**Note:** In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.

WCCS is an E.O.E. and is enrolled in E-Verify.