WALLACE COMMUNITY COLLEGE SELMA
Intent to Employ
Part-Time

POSITION
Electrician (part-time)

POSITION AVAILABLE
November 2015

POSITION SUMMARY
Under direct supervision, provided electrical services per regulations with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading electrical systems and equipment.

REQUIRED QUALIFICATIONS
• Minimum of a high school diploma or equivalency is required.
• Minimum of three years’ electrical experience is required.
• Ability to lift, push, pull, and move moderately heavy objects is required.
• Ability to comply with company and job specific safety rules and regulations is required.
• Current Electrical license issued by the State of Alabama is required.

PREFERRED QUALIFICATIONS
• An understanding of and a commitment to the philosophy and mission of the two-year college.
• Ability to handle multiple tasks and various situations in a professional manner is preferred.
• Effective written and communication skills.

SALARY SCHEDULE PLACEMENT
• Salary Schedule L

DUTIES & RESPONSIBILITIES
In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Department Chairperson, the Dean for Business and Finance, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:
• Ability to read blueprints, run conduit, wire and terminate devices, perform quality control testing and troubleshooting.
• Working knowledge of installing electrical systems.
• Diagnoses causes of electrical problems or failures for the purpose of identifying equipment and/or system repairs.
• Inspect electrical systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventative maintenance.
• Install electrical system components (e.g. lighting, alarms, electrical panels, switches, circuits, scoreboards, timers, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.
• Perform other duties as required by the Director, Dean of Business and Finance, or the President.
APPLICATION PROCEDURE

WCCS is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, 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 from and should be returned to:

Human Resources Department
Wallace Community College Selma
P.O. Box 2530
Selma, AL 36702-2530
Phone: 334-876-9234, 876-9227
Fax: 334-876-9250
Website: www.wccs.edu

APPLICATION DEADLINE

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. Verification of work experience in writing from at least 3 current or previous employers. Verification should be printed on company letterhead, including dates of employment, position titles(s), and some duties performed.

Final applicants will be required to interview at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

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

It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall on the ground 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 reserves the right to withdraw this job announcement at any time prior to the awarding.

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