WALLACE COMMUNITY COLLEGE SELMA

Intent to Employ
Part-Time

POSITION

HVAC Technician (part-time)

Posting Date: 10/27/2015

Closing Date: Ongoing

POSITION AVAILABLE

November 2015

POSITION SUMMARY

Under direct supervision, performs a variety of standard to moderately complex technical tasks related to installing, maintaining and repairing heating, cooling, ventilation and related systems.

REQUIRED QUALIFICATIONS

- Minimum of a high school diploma or equivalency is required.
- Minimum of three years' experience in HVAC is required.
- Ability to withstand moderate physical effort requiring long periods of standing, bending, stooping, periodic lifting of moderately heavy items and routine discomfort from exposure to moderate levels of heat, cold, moisture, and air pollution is required.
- Ability to comply with company and job specific safety rules and regulations is required.
- Current HVAC 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.

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:

- Investigate problems and perform repairs on various mechanical and electrical equipment in heating, cooling and ventilation systems.
- Perform preventative maintenance on various mechanical and electrical equipment in heating and cooling systems.
- Monitor and inspect heating and cooling systems to ensure continued proper operation.
- Check and change air filters on a regular basis.
- Assess drain problems and perform any need repairs.
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.