

POSITION INFORMATION

Position Title	HVAC/Electrician
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Non-Exempt
Number of Months	12
Position Classification	Support Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, May 6, 2019

FOR ADDITIONAL INFORMATION

Contact	Artie Foreman
Contact Title	Superintendent of the Physical Plant
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6266
Email	aforeman@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

- Graduation from high school required college preferred;
 - Three (3) years of experience in maintenance field;
 - HVAC certification; and
 - Must possess a valid MISSISSIPPI driver’s license and an acceptable driving record.
- (Candidates/incumbents must meet the minimum qualifications as detailed above, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities.)

Preferred Qualifications

- College certificate or degree experience;
- Five(5) years of experience in the maintenance field;
- HVAC certification; and
- Must possess a valid MISSISSIPPI driver’s license and an acceptable driving record.

General Statement of the Function

Maintain the day-to-day operations and to assume responsibility for maintaining the physical asset of the property under the direction of the Superintendent of the Physical Plant.

Duties and Responsibilities

- Responsible for the completion of all maintenance service requests as assigned.
- Work within established budgets.
- Maintain inventory controls for cost effective operations.
- Schedule and complete the "Preventative Maintenance Program".
- Coordinate special projects as directed by the Superintendent of the Physical Plant.
- Responsible for 24-hour emergency maintenance calls.
- Monitor and maintain all building systems as assigned.
- Responsible for alerting the Superintendent of the Physical Plant of any unusual occurrence and/or damage that have taken place or that may occur.
- Maintain a professional courteous manner with all Administration, Faculty, Staff and fellow employees.
- Assure safety standards are used which comply with all company, local, City, State and Federal guidelines.
- Ensure compliance of all work related activities in a fair, ethical, and consistent manner.
- Follow established company policies and those outlined in the Policy and Procedure Manual.
- This job requires exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently.
- Special projects and other responsibilities as may be determined

APPLICATION DETAILS

Application Deadline	OPEN UNTIL FILLED	
Internal Applications	Thursday, March 28, 2019	OPEN UNTIL FILLED
External Applications	Thursday, March 28, 2019	OPEN UNTIL FILLED
Interviews Completed By	OPEN UNTIL FILLED	
Successful Candidate Notified By	OPEN UNTIL FILLED	

WHERE TO APPLY

Submit all required applicant documents by mail/email to:

Julie Rowzee, Director of Human Resources

P. O. Box 129

Decatur, MS 39327

jrowzee@eccc.edu

REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC application form (Application form available for download at www.eccc.edu/employment).
3. Up-to-date transcripts for all college work (Copies of transcripts are acceptable for the application process).
4. Personal resume`.
5. Three (3) letters of reference for this specific position signed by the reference.

NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.

THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County CareerTechnical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by Dr. Teresa Houston, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, thouston@eccc.edu. Inquiries regarding compliance with Section 504 and ADA are coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, rlee@eccc.edu.

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