

Muscogee County Schools

Building Mechanic (272R2)

JOB POSTING

Job Details

<i>Posting ID</i>	272R2		
<i>Title</i>	Building Mechanic		
<i>Description</i>	POSITION TITLE:	BuildingMechanic	FLSA: Non-Exempt
	SALARY:	Grade 16, \$13.62 - \$15.29 Hourly	WORK DAYS: 249
	LOCATION:	Columbus High School	REPORTS TO: Principal/ Supervisor

PRIMARY FUNCTION: The primary function of the position is fulfilling the assigned maintenance tasks and projects in maintaining the facility and/or equipment within the high school to provide the best environment possible for teaching and learning of our staff and students in Muscogee County School District.

REQUIREMENTS:

1. Educational Level: High School Diploma, GED or Tech School Diploma required
 2. Certification/License Required: EPA Type II certification
 3. Experience: Five years experience in HVAC or 2 years vocational school
- Physical Activities: Routine physical activities that are required to fulfill job responsibilities; able to work at heights of up to 60 feet using extension ladder, hydraulic lift or scaffolding; able to lift up to 30 lbs. unassisted
- Knowledge, Skills, & Abilities: Written and oral communication; knowledge of carpentry, painting and floor covering experience is preferred. Ability to read blue prints and wiring schematic; broad knowledge of tools and general repairs

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Takes direction from the Principal and/or Supervisor and accurately complete all projects in a timely and accurate manner.
3. Preventative Maintenance
4. Repairs to the building to include fixtures and equipment, electrical, plumbing and large mechanical equipment, kitchen equipment, heating and air conditioning equipment
5. Read blue prints and wiring schematic
6. Promotes good relations and displays a positive image with customers, the public and peers.
7. Plans, stages, and completes the cleaning, inspection, maintenance and installation of all types of equipment assigned
8. Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
9. Performs other duties as assigned by appropriate administrator.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$13.62 to \$15.29
<i>Salary Code</i>	Per Hour	<i>Job Category</i>	Maintenance
<i>External Job Application</i>	Classified	<i>Internal Job Application</i>	Internal Classified
<i>Location</i>	Columbus High School	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	08/26/2016	<i>General Start Date</i>	08/26/2016
<i>Internal End Date</i>	09/23/2016	<i>General End Date</i>	09/23/2016

Benefits include (when placed in a full time position):

- Health, Dental Insurance and Life Insurance
- Paid sick days
- Vacation -depending on type of position
- Retirement Plan
- 403B Options

To Apply:

1. Create an On-Line Account with a User name and Password

Go to our website www.muscogee.k12.ga.us

- Click "Employment" on the homepage.
- o Click "Job Postings".
- e Select the job that you would like to apply for by clicking on the job or using the 'Search' field under 'Job Listings', type in the search box for a particular job.
 - o For example type in Culinary Technician job posting should appear -You may click on the Job Title for information regarding the position.
- To apply, click on 'Apply for the position' located on the right side of the screen. o If you have not completed an online application before, you will need to create a new account and apply. (This is at the bottom of the 'I am a new applicant' column on the left side of the page.)
- If you have completed an online application previously, you will need to login with the Username and Password. This information is located in the middle section of the page under the heading 'I already have a Recruit & Hire account with Muscogee County Schools'.

(If you have forgotten your logon information, you may click on "I forgot my Username or Password" to reset. This is located at the bottom of the middle column.)

- Complete the online application for the position that you are applying for. o References require a valid email address be provided for each.
(Please note references cannot be friends, family, coworkers or neighbors.)

Click on 'SAVE & SUBMIT'.

After your online application is submitted, it will be reviewed by the Coordinator.

Once you have completed the online application:

2. Please ensure that you have the following supporting documents requested attached to application:

- Educational Requirements -Transcripts, HS Diploma/GED
- Certifications needed for the position
- Resume of Work History
- Letter of Interest for the position that you are applying for.

In order to expedite this process, documents can be uploaded to your online application, faxed to Chandra Henry or Kevin Shirley at (706) 748-2040 or delivered to

Muscogee County Public Education Center
Human Resource Division, 2nd Floor
Chandra Henry
2960 Macon Road
Columbus, Georgia 31906

If you have questions concerning the application process or needed documents, please contact Chandra Henry, Applicant Tracking Specialist @ (706) 748-2027 or Kevin Shirley at (706) 748-2079.

The Muscogee County School District is an Equal Opportunity Employer