



Job Listings @ Area Businesses

For OFTC Students & Alumni

These job openings are posted by OFTC's Career Services on behalf of local businesses in our communities. OFTC is a unit of the Technical College System of Georgia and an Equal Opportunity Institution.

Job Title: Skilled Maintenance Worker II

Company:	Middle Georgia State University	
Contact:	Christy Barlow	
Job Location:	Cochran Campus (1) & Macon Campus (2)	
Posting Date:	05/27/2021	
Closing Date:	Until Filled	
Phone/Email:	478-934-3000	
Service/Product	Facilities	
Hours/Week:		Shift: Full-Time
Salary: Hourly, non-exempt.		Benefits: Included
Travel Necessary: No		Relocation: No

To Apply:

Applications can be submitted online at www.mga.edu For assistance or more information, please contact Saketta Brown, OFTC Career Services, sdbrown@oftc.edu.

Skills Needed and Description of Job:

- This position is responsible for performing skilled duties in the maintenance of university property including buildings, other facilities, vehicles, and grounds. The position can be either a Generalist or a Specialist.
- Makes basic to intermediate HVAC, plumbing, electrical, sheetrock, painting, and carpentry installations and repairs.
- Locates underground utilities as needed.
- Repairs and/or changes out appliances as needed.



- Performs routine preventive maintenance and repairs on systems.
- Assists other trades and Facilities staff with repair, maintenance, deliveries, moves and setups as needed.
- Plans work in accordance with written weekly schedules and coordinates the work to fit into work schedule with other shops.
- Utilizes computerized work order system to initiate, schedule, complete, and close out work orders.
- Coordinates with administrative staff to order parts and supplies as needed to complete work orders.
- May operate forklift to load and unload trucks.
- Cleans, fuels, and prepares fleet vehicles or golf carts for use by faculty and staff.
- Drives golf cart for campus visitors, as requested and scheduled.

Qualifications:

- Knowledge of university policies and procedures
- Knowledge of facilities maintenance principles and practices.
- Knowledge of HVAC, plumbing and carpentry repair and maintenance principles.
- Skill in the safe and efficient operation of a variety of hand and power tools.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.
- Ability to read, understand, follow and enforce safety procedures.