



**CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE  
JOB ANNOUNCEMENT**

**Maintenance Specialist – Classified Position (2 Vacancies)**

CLTCC serves eleven parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn, Sabine, Natchitoches) in central Louisiana and has seven sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Oakdale Site in Oakdale; 7) the Ferriday Site in Ferriday, 8) Sabine Valley in Many, and 9) Natchitoches in Natchitoches. Additionally, CLTCC provides instruction in two federal correctional institutions.

**SUMMARY:**

Under general supervision, perform a variety of skilled maintenance, repair, alteration and building constructions tasks related to the college buildings and equipment within a broad framework of standard policies and procedures.

**Duties and Responsibilities:**

- Performs routine carpentry in limited construction work; remodel and build on existing structures as required; design, manufacture and install counters, cabinets, shelves of wood , formica and/ or sheet metal.
- Requisitions supplies and materials as needed.
- Starts, operates and checks for safety and maintenance of a wide variety of hand held equipment, and etc.
- Maintains heating and air conditioning equipment; operate, monitor and adjust energy management system as needed; make minor adjustments and repairs to hot water systems and console heaters; wipe/flush joints; clear drains/sewers of obstructions.
- Installs and make emergency repairs to various kinds of fixtures and equipment.
- Responds to emergencies quickly and calmly; assesses situation, make appropriate decision.
- Scrapes, sand fill/prepare surfaces for painting; mix/match paints.

**Demonstrated Ability to:**

**Other Duties:**

Perform other related maintenance duties as assigned.

## **EMPLOYMENT STANDARDS Education and Experience:**

Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. For example, two years of work experience in one or more of the following trades: electrical, plumbing, carpentry, painting, cabinet/furniture making, or heating and air conditioning.

## **Knowledge:**

Knowledge of: building codes; one or more trades such as sheet metal work, welding, carpentry, plumbing, electricity, painting, masonry, equipment operation or building and cabinet making; safe maintenance practices; safe use and operation of a variety of hand and power tools and equipment used in repair and maintenance. **High School Diploma or High School Equivalency required.**

## **Abilities:**

Ability to: perform a variety of maintenance and repair activities; understand and follow both oral and written instructions; read and write at a level necessary to perform the duties of the position; perform the scope of work; operate and maintain equipment and tools safely; work from drawings and sketches; work safely and effectively on ladders, scaffolds, and roofs of varying heights; use sound judgment, initiative and ingenuity; meet the physical requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socioeconomic, disability and gender diversity of students and staff attending or working on a CLTCC campus.

## **PHYSICAL EFFORT/WORK ENVIRONMENT:**

Heavy physical effort which may include frequent standing, walking, and handling of heavy items such as machines or equipment of up to 50 pounds; frequent activities require full body exertion; must be comfortable working at heights up to 50 feet on an aerial boom lift and 40 feet on an extension ladder. Indoor/outdoor work environment with some exposure to weather extremes.

## **MINIMUM QUALIFICATIONS:**

Two years of experience in the building construction trades, building maintenance, maintenance or repair of mechanical equipment, or as a parks building and grounds attendant

**Compensation:**

Compensation is commiserate with professional work experience. Salary range - \$25,251 - \$51,688 annually.

**Submit documents to:**

Central Louisiana Technical Community College  
Human Resources

**Attention:** Employee/Retention Specialist

4311 South MacArthur Drive

Alexandria, LA 71302-3137

Or

[Elizabethlewis6@cltcc.edu](mailto:Elizabethlewis6@cltcc.edu)

**Position will remain until open filled. For full consideration resume' must be submitted by September 15, 2017.**

**Central Louisiana Community College is an Equal Opportunity Employer** in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

**Title IX Coordinator/ADA/Section 504 Coordinator:**

Human Resources Director (318) 487-5443 ext. 1154

4311 South MacArthur Drive

Alexandria, LA 71302