



## Position Announcement

**Position:** Electrician

**Summary of Job Description:** Southwest Mississippi Community College is seeking an individual to perform general upkeep on campus electrical systems. This entails inspecting the premises, performing routine maintenance and repairing faulty wiring. This is a full-time position and reports to the Director of Buildings.

**Duties and Responsibilities:** Maintains and follows a safe, productive, cost effective and comprehensively-planned preventive and corrective maintenance program for constant, reliable operation of electrical systems on campus. Assists with estimating the time and cost of service work to be performed. Takes personal initiative to identify and correct any problems and to develop strong customer service practices. Performs administrative tasks including documentation of work orders on all scheduled and emergency repairs, assisting with inventory control, and attending meetings and training events related to customer service, safety, and continuous improvement. Provides some on-call support for electrical as well as other systems on campus. Assists with other duties as assigned.

All work will be performed while adhering to departmental policies and procedures, applicable standards for the specific type of work, safety codes and OSHA regulations, and using applicable equipment and appropriate supplies in order to maintain a safe, clean and attractive working environment.

**Salary:** Hourly wages are based on education and experience

**Qualifications:** High School Diploma or general education degree (GED); and 1-3 years of experience in electrical maintenance or associated work. A valid driver's license, a clear pre-employment drug screen and background check is required.

**Application:** A resume and SMCC Application should be submitted to: Jennifer Knight, Human Resource Administrator, Kenna Hall-Room 222, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3850. Email: [hr@smcc.edu](mailto:hr@smcc.edu)

Applications are available on our website at <http://www.smcc.edu/files/employment/staff/pdf/staffapp.pdf>

**Application Deadline: July 28, 2022 by 4PM**

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.