



## NOTICE OF VACANCY

### *Electrical Maintenance Technician*

**Reports To:** Director of Facilities Management

**Description of Position:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Electrical Maintenance Technician will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Electrical Maintenance Technician, under the direction of the Director of Facilities Management is a multi-faceted position responsible for planning, organizing, and performing preventative maintenance, repair, and inspections on electrical distribution panels, electrical circuits, interior and exterior lighting, perform general maintenance tasks on other equipment so that college is kept in a safe and well-maintained state in order to minimize problems and interruptions to the educational process. The Electrical Maintenance Technician will be expected to:

#### **Duties and Responsibilities:**

- Change out electric motors on fans, pumps, aerators, and other equipment
- Check assigned buildings' unit heating and refrigeration systems daily and maintain equipment rooms
- Check gauges and make inspections for preventive maintenance on all HVAC equipment
- Cut, thread, weld, and bend pipe, using hacksaw, pipe cutters, cutting torch, threading machine, and pipe bending machine
- Erect and work from ladders, scaffolding, boom trucks, and similar devices
- Inspect, install, routine troubleshooting and repair piping fixtures and equipment including motorized valves, pressure-reducing valves, lift pumps, vacuum pumps, circulating pumps, sump pumps, air compressors, hot water heaters and commercial kitchen equipment
- Install and maintain pole lighting, outdoor walk lights, and safety lighting
- Install and maintain Variable Frequency Drives
- Install cabling and enclosure to expand Campus energy management system
- Install ground fault circuit interrupters (GFCI) and check systems for proper grounding
- Interpret blueprints, sketches, and read schematic wiring diagrams
- Locate and mark underground utilities
- Lubricate fans, motors, and pumps, change filters and belts, clean coils and perform scheduled preventative maintenance
- Make repairs in confined spaces and underneath buildings as required
- Operate, maintain, alter, and install mechanical refrigeration systems
- Prepare as built drawings of electrical systems, document job time and materials used
- Provide technical support for proposed sustainability plan
- Provide technical support to other trades during special event setups

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.*

## **Duties and Responsibilities (cont.)**

- Recommend requisition materials and parts
- Repair, maintain, alter, install and operate air delivery equipment, support components, heating and ventilating units that includes heating and cooling coils, cooling towers, pumps, and boilers
- Replace lighting ballasts and bulbs on lighting fixtures; replace breakers, run electrical conduit, make necessary electrical repairs
- Size electrical panels, overhead and underground electrical services, and electrical circuits
- Test equipment loose connections, short circuits, or bad components using a voltmeter or Ohmmeter
- Use hydraulic excavators to install and making repairs on underground utilities.
- Performs other duties as directed by the Director of Facilities Management.

## **Physical Demand/Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, crawl, sit, talk, move about, hear and speak. May be required to work in restricted spaces, from a prone position, and/or under difficult lighting and access conditions. Employee may encounter some hazards associated with the trade and work involves exposure to one or more elements such as heat, cold, humidity, noise, dust, dirt, gases, fumes, chemicals, etc. Noise level may be high when operating power equipment.

Employee may be exposed to outside weather conditions especially in emergency repair situations. The employee must occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

## **Qualifications:**

### **Mandatory Requirements include:**

- Applicant must hold an Associate Degree, License or Certificate in related field.
- Applicant should be skilled in the use of tools, equipment and machines related to installation repair & maintenance.
- Applicant should possess a Proper Refrigerant Usage Certificate.
- Applicant should possess a valid Mississippi driver's license.
- Applicant should possess five (5) years of experience in Commercial or Industrial Maintenance.

### **Preferred Qualifications (but not required):**

- Niagara AX or Niagara 4 experience is a plus but not required.

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## **TERMS OF EMPLOYMENT**

This is a full-time, 12-month, Service Employee (SE) position

## **SALARY**

The salary will commensurate with education and experience.

## **APPLICATION PROCEDURES**

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **Official** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

Applications can be found on the MDCC website, [www.msdelta.edu](http://www.msdelta.edu), under employment opportunities or call 662-246-6322.

## **DEADLINE**

Internal/External – Until Filled