Job Description

Job Title: Maintenance Tech Electrician
Department: Facilities
Reports to: Facilities Director

Job Summary
The Maintenance Tech/ Electrician person assists with the general maintenance of the College facilities and equipment. The Maintenance Technician performs apprentice-level plumbing work required to inspect, repair and maintain College water, gas, drainage, utility and heating systems and maintenance functions associated with facilities systems. This includes but is not limited to structural, electrical, plumbing, heating, and air conditioning and ventilation. Performs receiving and delivery from suppliers and delivers goods.

Essential Duties and Responsibilities

- Electrical maintenance: perform routine electrical maintenance tasks, including repairing and replacing electrical components, wiring, switches, outlets, and lighting fixtures.
- Perform minor repair of college facilities.
- Perform preventative and emergency maintenance on college mechanical systems on campus.
- Perform custodial or grounds duties as required.
- Perform other related duties within area of responsibility.

Knowledge, Skills, and Abilities Required by the Position:

- Diagnose electrical issues and implement effective solutions to resolve problems promptly and efficiently.
- Conduct scheduled inspections and preventive maintenance on electrical systems to identify potential problems before they escalate.
- Select appropriate materials based on application and amounts required.
- Read, interpret and work from sketches, blueprints, specifications, and construction drawings.
- Understand and carry out oral and written instructions.
- Care for the tools and equipment of the trade.
- Use the tools and equipment of the trade.
- Communicate clearly and concisely.
- Move objects weighing up to 50 pounds regularly.
• Read, understand and follow safety procedures.
• Work as a team member and foster a cooperative work environment.
• Knowledge of standard practices and materials and tools of the general maintenance.
• Basic knowledge of all main carpentry, HVAC, electrical, and plumbing.
• Vehicle maintenance.

**Education and Experience:**

• High school diploma or equivalent; technical or vocational training in electrical maintenance is preferred.
• Valid electrician's license/certification in the state of Wyoming.
• Proven experience as an electrician or maintenance tech with a strong electrical background.
• Knowledge of electrical systems, codes, and safety regulations.
• Excellent troubleshooting skills and the ability to work independently.
• Basic facility and equipment repair skills in at least three or more of the following areas: pneumatics, plumbing, electrical, carpentry, HVAC, welding, control systems, or vehicle maintenance
• Possess a valid Wyoming Driver's License (CDL a plus)

**Working Conditions/Physical Requirements:**

• Some weekend and holiday work required.
• Possess physical ability to work with maintenance equipment (lifting up to 70 pounds, climbing, etc.)
• Shop and in/out door environments.
• Regular exposure to dust, machinery, noise and adverse weather conditions.
• Subject to hazardous machinery including crafts trade tools and equipment.
• Must be a self-starter and possess the ability to work with minimal supervision.

**HOW TO APPLY:**

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at https://gillettecollege.org/about/careers), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to tgardner@gillettecollege.org.

**Equal Opportunity and Affirmative Action Employer**

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