



MARION MILITARY INSTITUTE



INTENT TO EMPLOY

Posting Date: October 14, 2021

POSITION: Internal Posting (FACILITIES MAINTENANCE SPECIALIST-ELECTRICIAN) This position is posted in compliance with Alabama Code §16-22-15. It is the intent to place a current employee in this position.

SUMMARY: Install, maintain, troubleshoot, repair, and perform maintenance on, but not limited to; electrical systems, main power distribution systems and panel boards, generators, indoor/outdoor lighting, data cables, and kitchen equipment to ensure safe operations.

MINIMUM QUALIFICATIONS:

- Fifteen (15) Years of experience as an electrician.
- High School Diploma or GED.
- Must pass required State of Alabama Background Investigation.
- Valid Alabama Driver License with satisfactory driving record is required.

ESSENTIAL DUTIES:

In addition to adhering to general policies and guidelines specified by the ACCS Board of Trustees and the MMI Faculty/Staff Handbook, President, Director of Facilities and Operations, and Facilities Maintenance Supervisor, the successful candidate will also perform the following duties:

- Maintain and repair facility electrical systems in accordance with state/local codes and ordinances.
- Conduct daily inspections for proper equipment operation.
- Interpret and apply electrical/mechanical blueprints/drawings to plan repairs and modifications.
- Estimate time and materials, keep records, and submit required reports.
- Locate and install underground wiring for various projects.
- Maintain tools, vehicles, equipment, and keep parts and supplies in good order.
- Contribute to a safe work environment by ensuring use of proper personal protective equipment And following safety procedures outlined in Material Safety Data Sheets.
- Work non-standard hours in support of special events and respond to after-hour emergency repair requirements.

SALARY: Salary Schedule C3, based on relevant education and experience.

PROJECTED START DATE: ASAP.

1101 Washington Street | Marion, Alabama 36756
800-664-1842 | www.marionmilitary.edu

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received in the Human Resources Department by October 28, 2021, at 4:30 p.m.
2. A complete application package consists of:
 - MMI employment application (completed and signed)
 - Letter of interest
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, required and preferred (if applicable), listed on this job announcement].
 - Copy of high school diploma or GED and all college transcripts (if a degree is required) [Note: Applicants should submit ONLY those transcripts from institutions where degrees were awarded (Associates degree or higher. Official transcripts will be required if you are offered the position)].
3. Applicant files that are not complete by the closing date will not be considered.
4. The College may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Prior to a job offer being made, applicant must submit employment verifications from current and prior education employers, if applicable.
6. Application forms are available from and should be returned to:

Marion Military Institute
Human Resources
1101 Washington Street
Marion, Alabama 36756
(334)683.2368
cfields@marionmilitary.edu
www.marionmilitary.edu

NOTE: Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration. E-mailed or faxed application packets will not be accepted.

MARION MILITARY INSTITUTE DOES NOT PROVIDE COPIES OF MATERIALS RECEIVED.

A selection committee will review application files. Individuals selected as finalists will be invited for an interview. A maximum of three finalists will be recommended to the College President for consideration. The President may select one of the recommended applicants to fill the vacancy or may choose to reopen the application and selection process. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at (334) 683.2368.

MMI is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the ACCS Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Marion Military Institute will make reasonable accommodations for qualified disabled applications or employees. The school reserves the right to withdraw this job announcement at any time prior to the awarding.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Marion Military Institute is an active participant

in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.