WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

Intent to Employ- **FULL-TIME -TEMPORARY**

POSITION   **Posting Date:**   10/18/2021
    Custodian/ Grounds/ Maintenance   **Closing Date**   **10/26/2021**

POSITION AVAILABLE
    Immediately

REQUIRED QUALIFICATIONS
- A minimum of 3-years of experience working in cleaning and house keeping
- Ability to stand, walk, and lift a minimum of 40lbs
- Valid State Driver License
- Proficient use of copiers
- Computer skill
- Effective oral and written communication skills are required.

PREFERRED QUALIFICATIONS
- High School Diploma or GED equivalent
- Ability to handle multiple task and various situations in a professional manner.
- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System.

SALARY SCHEDULE PLACEMENT
Commensurate with education and experience according to Salary E5 :

DUTIES & RESPONSIBILITIES
In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Physical Plant supervisor, Director of Safety and Facilities, Dean of Finance, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following but limited to:

- Cut grass and edge; maintain and beautify outside buildings using power mowers, tractors, and other power equipment.
- Clean curbs, drains, and grounds of leaves and other debris.
- Assist supervisor with fertilizing and replacing signs and posts
- Assist in the daily trash pick-up and for special campus functions.
- Pickup and delivery of materials and supplies.
- Service and maintain equipment.
- Custodian/housekeeping as directed by supervisor.
- Emptying trash cans
- Replenishing restroom supplies
- Wet or dry mop floors, vacuum carpets, dust.
- Work well with others and show respect to all college constituents.
- Perform other duties as assigned by Physical Plant Supervisor, Director of Safety and Facilities, Dean of Business Finance, or the President.

APPLICATION PROCEDURE

Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, 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.

WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at www.wccs.edu and should be returned to:

Human Resources Department
Wallace Community College Selma
3000 Earl Goodwin Parkway
P.O. Box 2530
Selma, AL 36702-2530
Phone: 334-876-9319, 876-9338
Fax: 334-876-9334
Website: www.wccs.edu

A complete application package consists of:
1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If verification from current employer does not cover the **required** level of experience as stated in the **"Required Qualification"** section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

> **Please Note:** **If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.**

APPLICATION DEADLINE
　　　All applications information must be received by 5:00 PM CST, Monday, 10/25/2021 Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

*Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.*