



**TOUGALOO COLLEGE**  
**Tougaloo, MS 39174**

## **NOTICE OF JOB OPENING**

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### **Care Maintenance Technician**

#### **Position Summary:**

The job of Care Maintenance Technician was established for the purpose of providing maintenance services as needed and/or assigned; assisting in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools, materials, and vehicles are maintained in good working order and are available at the job site when needed.

#### **Responsibilities:**

- Assists skilled maintenance workers with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
- Performs work consistent with the purpose of providing an effective working/learning environment, preventing damage and/or limiting liability exposure.
- Coordinates with skilled tradesmen and/or assigned supervisor(s) for the purpose of completing projects and work orders efficiently. Assist other same level/higher level technicians to complete facilities service work requests as received.
- Installs system component parts, classroom and office equipment and facility components (e.g. lighting, heating and ventilating systems, plumbing, etc.) for the purpose of providing a safe and workable environment.
- Maintains assigned vehicle, tools, and equipment for the purpose of ensuring availability in safe operating condition.
- Perform preventive maintenance, repairs, modifications, and general facility maintenance tasks in the areas of painting, patching, fixtures, caulking, flooring, carpentry, etc.
- Performs a wide variety of general and semiskilled maintenance activities (e.g. carpentry, painting, electrical, etc.) for the purpose of completing projects within established time frames.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs building system components for the purpose of ensuring a safe working condition. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

- Respond, troubleshoot/resolve or escalate to next service tier the Facility Service Work Orders received from building occupants; including, but not limited to plumbing, HVAC, lighting, roofing and electrical service calls.

### **Required Experience/Knowledge/Skills:**

- High School diploma or GED required and a minimum of two years related experience.
- Operating equipment used in skilled trades, power, and hand tools, etc.; adhering to safety practices; handling hazardous materials; and managing projects.
- Self-motivated with a strong ability to follow instructions and work independently, but also be able to work effectively within a team.

**Date of Position Opening:**

**March 4, 2025**

**Application Deadline:**

**Until position filled**

**Salary:**

**Commensurate with experience**

**Job Listings:**

**<https://www.tougaloo.edu/about-tougaloo-college/jobs>**

**\*\*Email App/Resume/Cover Letter to:**

**[TougalooCareers@tougaloo.edu](mailto:TougalooCareers@tougaloo.edu)**

**Physical Address:**

**Tougaloo College  
Attention: Director of Human Resources  
500 West County Line Road  
Tougaloo, MS 39174**

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

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