



Position Title: Electrician/Electric Department Supervisor

Reports to: Associate Vice President of Operations

Appointment: *Full Time*

POSITION SUMMARY:

The electric department supervisor's role in the company is vital to the structure of the college as a whole. The supervisor directs the electrical department assistant in his vocation and gives guidance to student workers that are willing to work and begin learning a trade. The supervisor will be working side-by-side with his assistant, his student workers and his fellow co-workers maintaining the buildings and grounds to ensure the college campus flows as an efficient, cohesive unit allowing students to concentrate on their studies with confidence.

TASKS:

Installation, repair and maintenance of all electrical, alarm and lighting systems on campus; purchasing materials and maintaining various equipment; directing assistant and student workers; on-call for emergencies; heavy equipment operation (lifts, bucket truck, etc.)

SKILLS AND ATTRIBUTES:

Mechanical aptitude, problem solving and reading comprehension.

A Christian in agreement with the college statement of faith and committed to the vision, mission and values of Toccoa Falls College.

Proficiency in:

- Outlook, Word, Excel, various computer skills—compiling any useful data for future service
- strong customer service skills—agreeable personality for working with all people
- written and spoken communication skills; (preparing job estimates for Director and presenting them as needed; attending meetings to present ideas)

EXPERIENCE & EDUCATION:

A licensed electrician is preferred. However, someone with 10 plus years of experience would be welcome.

PHYSICAL REQUIREMENTS:

Must be able to climb ladders, operate and work from lifts. Be able to lift a minimum of 25 pounds.

APPLICATION PROCESS:

A cover letter and resume, along with a completed TFC application should be sent to: Mary Kaye Ritchey, Director of Human Resources, at mritchey@tfc.edu. Review of applications will begin immediately, and the position will remain open until filled. The TFC application can be found at <http://www.tfc.edu/employment/>.

All application materials must be submitted for a candidate to be considered.

Office of Human Resources

107 Kincaid Dr. MSC 750 | Toccoa Falls, GA. 30598 | 706-886-6831 | www.tfc.edu