



Position Title: Physical Plant Generalist

Reports to: Physical Plant Director

Appointment: full-time, salary

POSITION SUMMARY:

The Generalist will be working side-by-side with his supervisor, student workers, and fellow co-workers in various areas of the campus as needed. Must be available to assist any departments that are short-handed or overwhelmed with work orders. And able to fill in for/or assist a supervisor who is sick, on vacation, or in other ways unable to complete work orders without assistance.

TASKS:

The key functions of the job: this position is expected to learn and maintain basic skills in plumbing, grounds, paint, electrical, carpentry and heavy equipment. Must be able to purchase and maintain all tools, materials, equipment and vehicles needed for each assignment. This position is responsible for the campus recycling development and in cleaning and preparing the transportation vehicles between departmental uses of these vehicles. Needs to be willing to report to work for after hour emergencies or events.

SKILLS AND ATTRIBUTES:

Person of Christian faith in agreement with the college statement and committed to the vision, mission and values of Toccoa Falls College. This person will be working with and training student workers who are the next generation of Christian leaders, helping equip them for a life of service to their Savior, homes, churches, vocations, and communities after they leave 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
- Organizational skills to make efficient use of work hours

EXPERIENCE & EDUCATION:

High School diploma.

PHYSICAL REQUIREMENTS:

Must be able to stand or sit for extended periods of time, capable of lifting a minimum of 25 pounds, the capacity to climb ladders and able to operate heavy equipment

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

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