



Position Title: Electric Department Assistant
Reports to: Associate Vice President of Operations
Appointment: Full Time, Salaried, Non-exempt

POSITION SUMMARY:

The electric department assistant's role in the company is vital to the structure of the college as a whole. The assistant complements the electrical department supervisor in completing the work necessary to keep the campus plugged in and running smoothly. The assistant will be working side-by-side with his supervisor, any student workers in the department 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; on-call for emergencies; heavy equipment operation (lifts, bucket truck, etc.)

SKILLS AND ATTRIBUTES:

Mechanical aptitude, problem solving and reading comprehension. A person 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; (assisting the supervisor in preparing job estimates for the Director and presenting them as needed; attending meetings to present ideas)

EXPERIENCE & EDUCATION:

An electrical certification/licensed electrician is preferred. However, someone with 5 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

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