



TRADES TECHNICIAN I, #00283
(Parking Services Maintenance Worker)

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 15,000 credit students and provide training for 5,700 students through the Community College Workforce Alliance. During our 46-year history we have educated nearly 350,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: www.reynolds.edu.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. The College is seeking applicants for the position of Trades Technician I, Pay Band 1. This position will be assigned to Facilities Management and Planning/Parking Services at the Downtown Campus.

TYPE OF

APPOINTMENT: Full-time classified position with state benefits.

DUTIES:

Working as a member of our Facilities team, the Parking Services Maintenance Worker ensures that all parking facilities are kept in required working condition in a safe and clean manner, and restores malfunctioning equipment and systems to normal operation with minimal interruption. This position utilizes sound judgment to independently resolve day-to-day maintenance tasks, contacting the manager in the event of major concerns; and serves as back-up to the Parking Services cashiers as needed. The Parking Services Maintenance Worker is considered "essential personnel" and will be called upon in the event of inclement weather and other emergencies.

**QUALIFICATIONS
REQUIRED:**

Working knowledge of general facility cleaning and maintenance. Knowledge of general installation, repair, and maintenance practices, equipment and materials used in the areas of electrical, plumbing, carpentry, vehicle repair and grounds keeping. Demonstrated ability to use a variety of hand and power tools and equipment. Demonstrated ability to collect, count, and be accountable for money, and maintain records. Demonstrated ability to understand and follow both written and verbal instructions; to work independently; and communicate effectively, orally and in writing. Ability to perform manual labor and work in inclement weather conditions. High school graduate or equivalent. Valid driver's license. The selected candidate must be able to pass the college's pre-employment security screening.

**QUALIFICATIONS
PREFERRED:**

Work experience in parking operations, cash receivables procedures, and traffic operations involving public contact is preferred.

**PAY BAND
RANGE:**

\$16,472 - \$46,778

**STARTING
SALARY:**

Approximate starting salary, \$16,472 - \$24,600, based on related full-time experience and pre-employment salary.

**APPLICATION
DEADLINE:**

Applications will be accepted through November 30, 2018.

**APPLICATION
PROCESS:**

To apply for this or any other vacant Reynolds position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com>.

**CONTACT
INFORMATION:**

Emily Duncan, Recruitment Coordinator
 Email: employment@reynolds.edu