

**THE JONES CENTER
AT
ICHAUWAY**

PLUMBING/HVAC/ELECTRICAL ASSISTANT

The Jones Center at Ichauway invites applications for the position of Plumbing/HVAC/Electrical Assistant. This position will assist in all activities associated with maintenance and repairs of the facilities at the Jones Center in a timely and economical manner. To assist the maintenance program with all general maintenance and repairs as directed. Assume a leadership role in safety at the work site. This employee will report to the Maintenance Manager.

The 29,000 acre Research Center is located approximately 30 miles south of Albany, Georgia. The Center's research, education, and conservation programs focus on ecology and natural resource management. The site includes 16,000 acres of longleaf pine forests, over 1,000 acres of wetlands and 26 miles of two stream and river ecosystems. For more information visit our web site: www.jonesctr.org.

Job Requirements: A minimum of a high school education or the equivalent in training. A valid driver's license, basic reading and writing skills, adequate health to safely perform physical labor. Good driving record and ability to follow directions.

Qualifications: Assist with service and repairs of HVAC work and documentation of these activities as completed. Assist with maintenance and repairs of electrical and plumbing projects as needed and help document work as it is completed. Assist with general maintenance of mechanical systems and overall preventive maintenance of the facilities. Assist with long range preventive maintenance planning for the plumbing system, HVAC, and electrical maintenance program. Assists with ordering supplies and parts needed for projects. Responsible for maintaining records of inventory and its usage. Responsible for assigned keys and tools needed for work. Responsible for safety of the job site. Responsible for helping keep storage area clean and organized at all times. Computer experience necessary. Perform other related duties as assigned or required by the maintenance program.

Compensation: Competitive salary with full benefits package.

To apply send completed job application with at least three references with phone numbers by email to: jobs@jonesctr.org, **Subject line: Plumbing/HVAC/Electrical Assistant**, mail to: The Jones Center at Ichauway, 3988 Jones Center Drive, Newton, GA 39870, or FAX to (229)734-4707. For a job application or for more information see our website: www.jonesctr.org.

Review of applications will begin immediately and will continue until the position is filled. Applicants must be authorized to work in the United States. The Jones Center at Ichauway aspires to fully embrace equity, diversity, and inclusion. We reject all forms of racism including overt and systemic, prejudice, discrimination, or hate toward any race, ethnicity, culture, age, gender, sexual orientation, gender identity, ability, national origin, veteran status, socioeconomic class, religion, or professional status. The Jones Center at Ichauway is an equal opportunity/affirmative action E-verify employer.