

**POSITION ANNOUNCEMENT**  
**Facilities Support Associate, Full Time**

The Tennessee College of Applied Technology Crump is accepting applications for the full-time, non-exempt position of Facilities Support Associate. This position is based at the Crump Campus under the supervision of the Facilities Coordinator. Due to COVID-19, TCAT Crump has a need for additional facilities and custodial support. Position is contingent upon work and grant funding.

**MINIMUM QUALIFICATIONS**

- High school diploma or equivalent. Post-Secondary technical diploma preferred.
- Minimum of two (2) years of experience in maintenance and custodial/housekeeping
- Knowledge of methods and procedures allowing for safe and proper maintenance duties
- Knowledge of the material and equipment used in custodial, grounds-keeping, and building maintenance
- Valid Tennessee Driver's License and ability to drive truck with trailer and operate forklift and other maintenance and grounds equipment

**GENERAL DUTIES**

- Cleaning, sanitizing, and maintaining assigned areas
- Clean breakrooms, restrooms, hallways, offices, classrooms, and other areas on a routine schedule
- Replenish custodial supplies, such as toilet paper, paper towels, soap, trash bags, etc. as needed
- Perform security functions such as unlocking, locking, and checking doors and windows
- Perform general maintenance and repairs of buildings and equipment
- Maintain campus buildings and immediate grounds
- Ensure that facilities meet environmental, health and safety standards
- Use small hand tools
- Perform tasks related to facilities and grounds upkeep
- Assist in maintaining mechanical and electrical systems or to perform equipment maintenance
- Travel and work at off-campus locations
- Other duties as assigned

**SALARY:** Commensurate with Tennessee College of Applied Technology salary guidelines

**WORKING CONDITIONS:**

- Must be able to knee lift up to 70 pounds
- Walking or constantly standing, must be able to climb ladders, stairs, bend, stoop, kneel, twist, crouch, crawl; use tools or special devices to work, move, guide, or place objects
- Requires mental and visual attention to detail
- Must be willing to work flexible hours and travel as necessary

**APPLICATION & RESUME SUBMISSION:** Qualified applicants should submit a cover letter, resume, and application online at [www.tcatcrump.edu](http://www.tcatcrump.edu) For more information call Madelyn Keith at 731-632-3393. Applications with cover letters and resumes will be accepted until position is filled.

**APPLICATION REVIEW:** Review of complete application submittals will begin immediately.

Tennessee College of Applied Technology Crump does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex disability, age, status as a protected veteran on any other class protected by the Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Madelyn Keith, Coordinator of Financial and Administrative Services, PO Box 89, Crump, TN 38327, [madelyn.keith@tcatcrump.edu](mailto:madelyn.keith@tcatcrump.edu). See the full non-discrimination statement at [tcatcrump.edu/about/non-discrimination-statement](http://tcatcrump.edu/about/non-discrimination-statement).