



Facilities Support Associate

Minimum Qualifications

Candidates must have at least five years of experience in facilities maintenance. A technical diploma in a related field of study is a plus. The candidate must have good verbal and writing skills and able to work independently under general supervision. The Facilities Support Associate works under the supervision of the Facilities Coordinator. Only candidates with excellent work ethics should apply.

The Facilities Support Associate must have experience and general knowledge in the areas below to perform the typical duties listed below effectively and efficiently:

Electrical – Check and replace broken or non-working light switches and receptacles; replace fluorescent lamps, ballasts, and other fixtures.

Plumbing – Able to troubleshoot and repair problems with sinks, toilets, faucets, and piping.

HVAC/Refrigeration – Able to change rooftop unit filters and belts; analyze problems with units reported as not operating correctly; clean rooftop unit and chiller coils; replacing condenser or evaporator fan motors.

Carpentry – Replace broken or stained ceiling tiles, hang pictures, etc.

Painting – Paint or touch up walls and doors as needed; paint items using a paint sprayer.

General Services – Able to operate floor cleaning equipment; move furniture or other large items; set up for events; keep the facility and campus grounds presentable at all times. Other duties as assigned.

Application Procedure and Deadline:

1. Applicants must submit a resume **and** TCAT Memphis Application.
2. The application is found on the school website. www.tcatmemphis.edu
3. Current federal law requires identification and eligibility verification before employment. Only U.S. citizens and aliens authorized to work in the United States are eligible for employment.

Applicants should email their resume and TCAT application to pam.farley@tcatmemphis.edu.

The application review process will start immediately and continue until the position is filled.

NOTICE OF NON-DISCRIMINATION: The Tennessee College of Applied Technology-Memphis does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Gwen Sutton, 550 Alabama Ave, Memphis, TN 38105, phone no. 901-543-6137, Email: gwen.sutton@tcatmemphis.edu