



**New Horizons Regional Education Centers
Human Resources Department
520 Butler Farm Road
Hampton, Virginia 23666-1500
757-766-1100
Fax: 757-766-9402
<http://www.nhgs.tec.va.us>**

POSITION ANNOUNCEMENT

December 12, 2017

POSITION: **BUILDING MAINTENANCE INSTRUCTOR Part-Time**
LOCATION: Center for Apprenticeship and Adult Training, Newport News Campus
SCHEDULE: Tuesday, Thursday 6pm-9pm

PRIMARY FUNCTION: Position is responsible for instructing adults in the field of building maintenance and creating a safe and orderly learning environment. Provide instruction in the theory and operation of facility maintenance. This program teaches the skills necessary to pursue an entry level career as a building or facility maintenance technician. The instructor must be able to provide an overview of the following: Safety; Facilities maintenance; Customer service; Troubleshooting; Electrical theory, to include switches and receptacles; Carpentry skills, to include framing and layout; Plumbing repair; HVAC troubleshooting and repair; and Appliance repair.

QUALIFICATIONS: Must possess a high school diploma and possess a minimum of three to five years of verifiable experience in the building/facility maintenance field.

REPORTS TO: Program Coordinator

APPLICATION PROCEDURE:

Interested individuals who meet the qualifications should submit the employment professional application, resume, and the names and phone numbers of three professional references to: New Horizons Regional Education Centers, Human Resources Department, 520 Butler Farm Road, Hampton, Virginia 23666.

CLOSING DATE: Open until filled.

In compliance with Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973; and all other federal, state, school rules, laws, regulations, and policies, New Horizons Regional Education Centers shall not discriminate on the basis of sex, age, race, color, national origin, religion or disability in its education programs and activities which it operates nor provisions of employment and services. Any complaints of alleged discrimination under Title IX (sex) and Section 504 (disability) should be referred to: The Human Resources Department, 520 Butler Farm Road, Hampton, VA 23666, (757) 766-1100, ext. 3377.