

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Maintenance Technician (HVAC)

EMPLOYMENT TERM: Full-time position

BEGINNING DATE: Negotiable

LOCATION: Carthage Campus

JOB DESCRIPTION: This position reports to the Director of Facilities. Knowledge of HVAC and electrical related issues required; various maintenance duties; assist with event set-ups; delivery of shipments; tidiness of campus grounds; physical plant repairs and other duties as assigned.

QUALIFICATIONS: High School diploma or equivalent required. Certifications in HVAC and electrical related issues preferred; Six months to 1-year experience directly related to the duties and responsibilities specified. Must be detailed oriented and have the ability to work independently and as part of a team. Must possess a valid driver's license. Must have excellent customer service skills and be supportive of the community college philosophy. Some computer skills required.

COMPENSATION: The hourly wage offered will be commensurate with education and experience.

BENEFITS: Group Health and Life Insurance, Educational Retirement, Social Security, Optional - Disability, Additional Life, AD&D, and Dental Insurance. 60-day waiting period for health coverage. Sick, personal, and vacation time totaling 22 days annually. *Paid holidays totaling 30+ days annually. *subject to change per year.

CLOSING DATE: Screening of applications will begin April 22, 2026. Position remains open until filled.

Must pass a pre-employment criminal background check.

**APPLICATION
PROCEDURE:**

Applicants should submit an application with resume, transcripts and/or certifications to:

Jeremy Dorman, Director of Human Resources
Panola College
1109 W. Panola St
Carthage, Texas 75633
903.693.2021 Email: jdorman@panola.edu

Additional information on application procedures and this position's job description may be found on the Human Resources page of the College's web site at www.panola.edu.

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability, or genetic information.