

## **Maintenance Technician**

Community Action Partnership of Greater St. Joseph - Saint Joseph, MO

\$11.46 an hour

### **POSITION SUMMARY**

The Maintenance Technician is responsible for maintenance/repairs for facilities and grounds as assigned. This position will perform a variety of skilled repairs, including but not limited to the areas of carpentry, remodeling, construction, plumbing, electrical and HVAC. This position will comply with governmental regulations and agency procedures relating to facility operations.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

- Perform minor building HVAC, electrical, plumbing and painting repairs as necessary
- Follow established preventive maintenance measures
- Maintain inventory of repair equipment and supplies
- Complete inspections of offices and facilities
- Respond quickly in the event of an emergency, notify appropriate personnel and follow safety procedures
- Assist in moving furniture, deliveries, and other equipment, if necessary.
- Be available after hours to receive and respond to emergency calls relating to Head Start facilities.
- Perform quarterly inspections of all major systems as needed; i.e., HVAC, sewer, plumbing, etc.
- Maintain safety equipment and perform testing where required.
- Complete all required documents and reports on a timely basis.
- Maintain accurate files.
- All other duties as assigned

### **KNOWLEDGE AND CRITICAL SKILLS REQUIRED**

#### *Professional*

- Skilled in plumbing, electrical, HVAC systems trade areas
- Excellent communication and interpersonal skills
- Experienced in operating a variety of equipment, including snow blowers, lawn mowers and small hand tools
- Able to work well with minimal supervision
- Ability to prioritize tasks and follow specified procedures
- Ability to work independently, with others and as a team member

#### *Education*

- High school diploma, GED, or equivalent related experience preferred
- Mechanical and/or electrical certification or licensure; CDL; Lead Safe Work Practices certification

#### *Physical/Environmental*

- Must be 18 years of age
- Must pass a physical and drug/alcohol test
- Lift, push, and pull up to 50 pounds occasionally
- Ability to work sitting at a desk for extended periods of time

Apply on [Indeed](#) or fill out the general application under the Human Resources tab on [www.EndPov.com](http://www.EndPov.com) and bring it to 817 Monterey Street in St. Joseph.