

Community Action Planning Council

Job Posting

(In-House and Out-of-House)

Maintenance Technician

CLASSIFICATION: Hourly-as-Needed/Non-Exempt
POSITION GRADE: 4
PAY RATE: \$12.50 per hour
JOB HOURS: 0-10 hours Per Week
LOCATION: Head Start Center – Carthage, New York

JOB SUMMARY: The Maintenance Technician will be responsible for minor plumbing, carpentry, painting, electrical repairs; grounds care; cleaning and security of the Carthage Head Start building as needed. The work will be performed according to general policies and practices of building maintenance as outlined by the supervisor.

RESPONSIBILITIES TO INCLUDE:

1. Uses heavy mechanical equipment in stripping, waxing, and polishing floors as well as operating an industrial carpet cleaner.
2. Moves furniture and /or supplies as necessary.
3. Seasonable maintenance such as window-washing, painting, carpet cleaning and floor waxing.
4. Clears snow and ice from walks as necessary.
5. Mows lawn, trims shrubs, rakes leaves, and performs a variety of other grounds keeping tasks as assigned.
6. Makes minor plumbing, carpentry, painting and electrical repairs.
7. Maintains building security system and makes minor adjustments when needed.
8. Handles other duties as assigned by the Center Coordinator and/or Head Start Director.

EDUCATION: High School Diploma or GED required.

EXPERIENCE: Experience in basic carpentry, electrical and plumbing.

PHYSICAL STANDARDS: Must be able to stand for prolonged periods; climb and work from ladders; use power and hand tools; stoop, kneel, crawl, reach, push and pull; exert up to 100 pounds of force occasionally; lift up to 30 pounds frequently; drive company vehicle; work in all weather conditions; and be observant of surroundings and work in a safe manner at all times.

OTHER: Employment is conditional pending satisfactory medical exam and TB test; Policy Council approval, clearance from the NYS Child Abuse Central Register, NYS Office of Children & Family Services and the NYS Criminal Justice Center at the time of hire. Employees will be required to sign an affidavit annually which states that he/she has not been indicated in a child abuse or neglect case within the past year. CAPC is a Substance-Free workplace. CAPC conducts random, post-accident, and reasonable suspicion drug testing.

TO APPLY: Submit a completed employment application form to Community Action Planning Council, 518 Davidson St, Watertown NY 13601, Fax 315-785-0892 or email rbattista@capcjc.org. Application form can be downloaded from www.capcjc.org. Applications will be accepted until position is filled.