

COMMUNITY ACTION PLANNING COUNCIL
(In House and Out of House Posting)
Date Posted: 8/21/19

JOB TITLE: MAINTENANCE TECHNICIAN I
CLASSIFICATION: Regular Full-Time/Non-Exempt
POSITION GRADE: 4
SALARY: \$12.83 per hour
JOB HOURS: 40 hours per week
JOB LOCATION: 518 Davidson Street, Watertown, NY 13601

POSITION SUMMARY: The technician will be responsible for custodial care along with maintenance responsibilities to include upkeep of designated buildings and properties. Duties will include assisting custodial staff with building cleaning. Other duties include painting, grounds care, clearing of snow and ice from walks and parking lots, lawn mowing, and completing routine maintenance/custodial work orders.

EDUCATION: High School/GED required.

EXPERIENCE: Experience in janitorial/maintenance field required.

REQUIRED SKILLS:

- Basic knowledge of the use and care of power and hand tools desired
- Basic electrical, plumbing and carpentry knowledge
- Ability to perform work from written and oral instructions
- Ability to work independently with minimal supervision
- Maintain confidentiality of program information
- Work as a team and to cooperate with all staff
- Communicate clearly in writing and speaking
- Keep accurate records
- Computer experience preferred
- Must be able to stoop, kneel, crawl, reach, push and pull; lift up to 30 lbs. frequently; exert up to 100 lbs. of force occasionally.

OTHER:

- Preference is given to qualified in-house candidates; and candidates with maintenance experience (electrical, plumbing, carpentry and janitorial).
- All employment is conditional pending a successful background clearance at the time of hire.
- Must be able to provide own transportation to perform job responsibilities. Employee must maintain throughout employment a valid NYS driver's license.
- CAPC is a Substance-Free workplace. CAPC conducts random, post-accident and reasonable suspicion drug testing.

TO APPLY:

Complete agency's employment application form in its entirety and send to Community Action Planning Council, 518 Davidson Street, Watertown NY 13601, Fax 315-785-0892 or email hr@capcj.org. Application form available at www.capcj.org or in person at 518 Davidson Street, Watertown.

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