

Economic Opportunities Advancement Corporation

EOAC Maintenance Technician

All Programs

Position: EOAC Maintenance Technician

Job Status: Grade 7, Grade depending on experience and qualifications

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work and maintain confidentiality of client/agency information as required by State and Federal laws, appropriate regulations, and professional practice standards.

II. Minimum Qualifications:

Education: High School Equivalent

Required: Must have a current driver license
Must be able to lift 40 pounds
Must pass criminal background check

Experience:

1. Perform minor roof repair
2. Perform minor plumbing repair
3. Repair or replace doors, jambs, facings and trim
4. Install door hardware, weather stripping and sills
5. Remove unwanted signage and vandalism
6. Replace broken glass panes in windows and doors
7. Replace putty around loose glass panes in windows
8. Perform minor electrical repair
9. Install caulking in all areas
10. Patch holes in walls, ceilings and floors

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11. Install foam gaskets around electrical switches and outlets
12. Install water heater insulation jackets
13. Provide mowing, edging and landscape work
14. Assume duties which includes: stripping, polishing, painting and weatherization
15. Move furniture and other materials
16. Maintain a pleasant disposition
17. Maintain inventory of all work-related tools and equipment
18. Possess minor carpentry skills
19. Replace ballast and lighting needs
20. Performs other duties as assigned

Immediate Supervisor: Facility Director

Date of Approval _____