

Jefferson County Committee for Economic Opportunity (JCCEO)

JOB ANNOUNCEMENT

JOB TITLE: MAINTENANCE ASSISTANT
REPORTS TO: C. VARGAS / A. SMITH

JOB LOCATION: AGENCY
POSTING DEADLINE: 5.24.21

MAINTENANCE ASSISTANT JOB QUALIFICATIONS

EDUCATION: Accredited High School Diploma or GED is required. Must have the ability to read, write, and follow directions. Must have a valid Driver's License as required by insurance and state and regional regulations.

EXPERIENCE: A minimum of one year of experience in vehicle, general equipment, and facilities maintenance is most desirable. Experience with multi-faceted building and equipment maintenance/repair work.

ABILITIES:

1. Ability to work cooperatively and collaboratively with staff and others from a variety of ethnic, educational, and socio-economic backgrounds.
2. Ability to exercise discretion and sound judgement in the performance of assigned duties.
3. Deadline-driven with excellent time management ability.
4. Ability to maintain compliant Background, Physical, TB, Fingerprinting, Drug/Alcohol screening(s), First Aid/CPR, licensure, certification, and/or continuing education as applicable to position.

PERSONAL

ATTRIBUTES: Sound physical and mental health. Must be able to relate positively to others in a positive and courteous manner and maintain strict confidentiality.

STATUS: Non-exempt

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MAINTENANCE ASSISTANT JOB DESCRIPTION

RESPONSIBLE & ACCOUNTABLE TO: Director of Facilities, Maintenance & Transportation and Facility/Maintenance Supervisor

GENERAL DESCRIPTION: Responsible for assisting the Director Facilities & Transportation and Facilities/Maintenance Supervisor with the maintenance and general repair of all JCCEO facilities, equipment, furniture, machinery, and/or vehicles. Responsible for maintaining safe and efficient vehicles, distributing supplies, assembling furniture, and assuring that applicable local and state safety and licensing requirements are met as they relate to facilities and vehicles.

PHYSICAL DEMANDS: The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties below, the employee is regularly required to sit; use hands/fingers to handle objects, tools, or controls; reach with arms and hands; talk and hear/listen. The employee is required to stand; walk; climb or balance; lift, stoop, kneel, crouch or crawl for varied periods of time. Specific vision abilities include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ask for help when needed.

SPECIFIC RESPONSIBILITIES:

1. Inspect and maintain facilities, equipment, furniture, machines, and vehicles. Routinely monitor for compliance with applicable local and state safety and licensing requirements and general operating efficiency. Test-drive vehicles to assure road worthiness.
2. Perform general repairs, assembly, plumbing, electrical, mechanical, and some insulation and construction duties for all facilities as needed. Complete these duties in a safe and timely manner. Some of these duties will require working with power tools and working on tall ladders.

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3. Assist custodians/drivers in properly using and maintaining internal control of supplies.
4. Assist in maintenance of grounds at all JCCEO sites to ensure licensing requirements (cut grass, trimmed shrubs, etc.) are met.
5. Respond immediately to emergencies at all JCCEO locations, day or night. Must be accessible to Director of Facilities, Maintenance & Transportation (on-call/ flex).
6. Assist janitors with their assigned responsibilities when necessary.
7. Attend appropriate staff meetings.
8. Work with the Superintendent of Facilities & Transportation to establish, implement, and achieve improvement goals and facility and vehicle maintenance.
9. Treat everyone with dignity and respect.
10. Attend workshops, training sessions, classes, and/or other educational sessions in order to attain additional job-related skills and knowledge and improve daily performance.
11. Adhere to JCCEO policies and procedures.
12. Model appropriate, professional behavior at all times.
13. Perform other duties as assigned by the Director of Facilities & Transportation and/or F/M Supervisor.

APPLICATION INSTRUCTIONS

All qualified and interested parties should submit a resume, along with a cover letter describing the alignment of your experience with the requirements of the position.

PREFERRED METHOD OF APPLICATION

Email all application materials via Word or PDF attachment to RECRUITMENT@JCCEO.ORG
Please include the title of the job in the subject line.