

MINIMUM QUALIFICATIONS: HIGH SCHOOL DIPLOMA OR EQUIVALENT, VALID ALABAMA DRIVERS LICENSE AND ACCEPTABLE DRIVING, PROOF OF PERSONAL VEHICLE INSURANCE, SOME KNOWLEDGE OF BASIC CARPENTRY, DRYWALL REPAIR, AND PROFESSIONAL PAINTING. EXPERIENCE WITH ELECTRICAL, PLUMBING AND HVAC A PLUS. ABILITY TO LIFT 75 POUNDS. SOME ON CALL DUTIES AS ASSIGNED.

Starting rate: \$15-\$19 per hour

PRIMARY JOB FUNCTIONS AND PERFORMANCE EXPECTATIONS:

1. Responsible for the proper maintenance and repair of Center facilities as assigned.
2. Minor repairs to electrical, plumbing and heating equipment of the facilities to include:
  - a. Replacement of light bulbs.
  - b. Installation /repair of switches.
  - c. Replacement of washers and/or faucets.
  - d. Freeing clogged drains.
  - e. Monthly filter replacement in heating and cooling systems.
3. Performing minor carpentry tasks to include:
  - a. Painting, inside and out.
  - b. Installation of locks.
  - c. Repair of broken windows.
  - d. Fix or repair loose doors, closet doors, etc.
  - e. Caulk, patch and repair holes and paint the interior and exterior of buildings and residential homes.
  - f. Repair flooring, cabinets, drywall, furniture and other parts of the buildings as needed.
  - g. Other minor carpentry tasks as assigned.

4. Minor repair of Center appliances, such as washing machines, dryers, garbage disposals, etc.
5. Minor repair to damaged furnishings, move furniture or remove furniture as needed.
6. Preventative maintenance as necessary to include: replacement of lights in exit signs, replacement of filters in heating and air conditioning units, replacement of batteries in smoke alarms, etc. These items should be performed on a schedule.
7. Report any items unable to be repaired to supervisor for further disposition.
8. Conform to all ADA requirements and/or other standards in the repair of Center facilities.
9. Complete necessary paperwork, i.e., completion of maintenance request forms, time sheets, travel sheets, petty cash vouchers, etc.

ALL OTHER DUTIES AS ASSIGNED BY SUPERVISOR:

- a. Will execute these duties and responsibilities in a timely and professional manner.
- b. These duties and responsibilities will be treated with the same importance and priority as other duties outlined.