



## THE ARC OF CENTRAL ALABAMA JOB POSTING NOTICE

<b>Job Title: Maintenance Technician</b>	<b>Job Code:</b>
<b>Department: Maintenance</b>	<b>FLSA Status: Non-Exempt</b>
<b>Reports to: Director of Buildings and Grounds</b>	
<b>Work Schedule: Full-time, Day, Monday-Friday 8 a.m.- 4:30 p.m.</b>	

### Job Duties

- Perform routine building maintenance tasks (carpentry, electrical, heating, ventilation, air conditioning (HVAC), plumbing)
- Inspect buildings and other structures to determine functionality of systems and detect malfunctions and needed repair (make notes and recommendations)
- Perform minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools
- Perform minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.)
- Perform minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.)
- Perform general cleaning
- Perform other duties as assigned

### Knowledge, Skills and Abilities Required

- Must have a high school Diploma/GED with a certificate in trade school or equivalent work experience related to facilities and/or maintenance
- Must have basic understanding of how things work (facility-related)
- Must have a valid driver's license with good driving record; must be insurable by agency insurance
- Must have reliable transportation (truck preferred); Must be able to travel to various work locations on demand
- Must be able to understand and follow oral and written instructions
- Must be able to prioritize and manage multiple tasks
- Must be able to work effectively under pressure and against strict time constraints; able to work independently



- Must have working experience using standard powered and non-powered tools
- Must be flexible and able to perform overtime as needed
- Must be able to pass pre-employment screening

### **Physical Requirements**

- Position requires frequent standing, walking, hand dexterity, reaching with hands and arms, climbing or balancing, stooping, kneeling, crouching, crawling, speaking and listening
- Employee is occasionally required to sit
- Employee must frequently lift and/or move more than 100 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception

Apply online at [www.arcofcentralalabama.org/about/careers/](http://www.arcofcentralalabama.org/about/careers/) or apply in person at 5348 Oporto Madrid Blvd South; Birmingham, AL 35210

**EOE/M/F/Vet/Disabled**