

Job Description

Maintenance Specialist

“safety sensitive job”

A position with one of Southern Arizona’s premier social service agencies.

Safety sensitive position is a job or position where the employee holding this position has the responsibility for his/her own safety or other people's safety. An employee has to be with clear mind and diligent while occupying such positions.

In order to maintain and have an excellent work and living environment for our clients will perform routine and extensive preventative maintenance and repair procedures on residential and office buildings, mechanical equipment and utility systems.

Duties and Responsibilities:

- 1 Be capable of performing minor and major repair of all buildings and equipment. Will assist major repairs under the supervision of the Director of Facilities or licensed maintenance worker.
- 2 Will be assisting in the renovation/remodeling of buildings, “laborer”
- 3 Helps in all phases of construction
- 4 Dig holes
- 5 Mixes cement
- 6 Clean equipment
- 7 Perform other duties as assigned

Qualifications:

- 1 High School Diploma/GED.
- 2 Good skill in the use of hand and power tools
- 3 Must have own truck and tools
- 4 Language skills: Ability to read, write and comprehend simple instructions, short correspondence and memos. Be able to effectively present information in one-on-one and small group situations to other employees of the organization.
- 5 Mathematical skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Be able to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.
- 6 Reasoning ability: To be able to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; and to deal with problems involving a few concrete variables in standardized situations.
- 7 Certificates, licenses, registrations: Valid Arizona’s Driver’s License
- 8 Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use of hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The 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.

Job Status
Temporary

Pay Rate
DOE

Pay Comments
Salary based on
experience.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Manager
Old Pueblo Community
Services
4501 E. 5th St.
Tucson, AZ 85711

Email Resume/Application
to:

hr@helptucson.org

We offer a comfortable working environment and believe that we can help our clients and have fun in the work place at the same time. Salary is based on experience and we are willing to train those who are passionate about helping people and willing to go the extra mile to help the client. We offer wonderful opportunities for our staff to train and move up in the organization.

Drug screen
Criminal/Driving Background
checks
Employment References are
checked