# **Cornerstone Community Action Agency**

**Job Description**

JOB TITLE**: Maintenance Specialist**

Exempt (Y/N): No Introductory period: 180 days

Supervisor: Director of Infrastructure Work Period: Must not exceed 25 hrs./wk.

*Cornerstone Community Action Agency, Inc. is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, disability, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.*

**CCAA Vision Statement:** To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

**CCAA Mission Statement:** A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

**SUMMARY:** Assist and support the Director of Infrastructure in maintaining agency vehicles, facilities and grounds including construction projects. Makes phone calls, assists with purchasing, compiles and maintains records, assists Director on Infrastructure with transactions and other activities related to the Infrastructure component. Helps to ensure compliance with federal regulations, state licensing regulations, and Cornerstone Community Action Agency Policies and Procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** The Maintenance Specialist PT, will:

* Completes maintenance/repair work assignments and/or coordinates those performed by technicians, vendors and contractors performing building maintenance, transportation, grounds work, janitorial work, and facility projects.
* Prioritizes tasks; keeps track of all things that need to be accomplished, monitors progress, and follows-up until tasks are completed.
* Performs written, computerized, and telephone communications. Keeps accurate records of these communications.
* Provides support in conducting monthly facility inspections to ensure compliance with all health and safety regulations using tools required by HS and/or licensing.
* Assists in the evaluating quotes for repairs or construction contracts as needed. Assists with acquiring job bids.
* Compiles and maintains accurate and orderly records relating to facilities, projects, work orders, communications systems, transportation, and other areas as identified by the Director of Infrastructure
* Must have the ability to establish good working relationships and work harmoniously with others, both as a team and independently.

Comply with standards of conduct as stated in the HSPPS 1302.90 and Personnel Policies

Complete other duties as assigned by Director of Infrastructure or Executive Director

**General Responsibilities** The staff member will:

* Appearance: Ensure personal appearance, personal hygiene, and dress are appropriate for the day’s activities and comply with dress code.
* Reliability: Ensure he/she can be counted on to carry out assigned responsibilities independently.
* Safety: Safely and properly use, maintain, and operate all equipment for carrying out duties.
* Punctuality: Employee observes regularly scheduled work hours.
* Compliance: Employee follows Agency policies, procedures, and established regulations

**Qualification Requirement:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience**: A High School Diploma or G.E.D. and experience in building, maintenance, construction, and repair work or any equivalent combination of experience, education and training which provides the knowledge, skills, and abilities. Be familiar with the Davis-Bacon Act and the aspects of social media. Criminal History and Central Registry Check for Texas Childcare Center will be conducted. Must have a clean driving record.

**Required Skills/Abilities**

*Language Skills:* Must have ability to read and interpret documents such as building plans, specifications, and codes, Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before people, employees, or community organizations. Ability to provide training on regulations, policies, and procedures. Must have excellent verbal and written communication skills and be able communicate in an effective professional manner with the public, agency clients, vendors, and staff.

*Reasoning Ability:* Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to work independently and to deal with problems involving several concrete variables in standardized situations. Must have excellent interpersonal and customer service skills.

*Mathematical Skills:* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

*Physical Demands:* The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is required to use hands and fingers. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing and speaking abilities required by this job include listening to and talking to the public, agency clients, vendors, and staff. Sustained concentration and attention to detail and accuracy, along with ability to prioritize a complex workload. The employee must be able to physically walk, climb, reach, stand, bend, squat, crawl, and lift up to 50 pounds.

### *Other Skills/Abilities:* Ability to operate a personal computer, proficient in use of e-mail and Microsoft Office Suite or related software. Competent in the use of fax and copier machines, calculators, and other office machines. Must have excellent organizational skills and attention to detail. Ability to safely operate a variety of tools including pressure washers, jackhammers, drills, saws, grinders, and other construction tools. Must have a current, valid driver’s license. Ability to carry out instructions assigned by Supervisor, or Executive Director.

*\*This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.*

*Failure to comply with Personnel Policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.*

**DISCLAIMER STATEMENT**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**EMPLOYEE RECEIPT OF JOB DESCRIPTION**

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have received a copy of this document.

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Employee SIGNATURE Date of Signature

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Employee PRINTED NAME