

**COMMUNITY ACTION AGENCY OF COLUMBIANA, INC.**

**JOB DESCRIPTION**

**MISSION:** To help low-income, elderly, and disabled county residents achieve self-sufficiency and enjoy a better quality of life.

**Position:** GENERAL MAINTENANCE WORKER

**FLSA Status:** Full-Time/Hourly

**Work Days:** Monday – Friday Saturday, as needed

**Supervisor:** Chief Executive Officer

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**Summary:** The incumbent will perform general maintenance work in all the facilities occupied by CAA programs, located throughout Columbiana and Jefferson Counties.

**Essential Functions:**

1. Perform quality preventative maintenance on furnaces and emergency equipment.
2. Required travel to Hardware Stores/Lumber yards to pick up needed supplies
3. Perform quality general repairs to the premises and building fixtures.
4. Deliver, assemble and repair office furniture and equipment.
5. Maintain schedule of meetings in order to set-up Conference Room(s) in advance of the meeting.
6. Timely submit required paperwork to the appropriate department and/or supervisor.
7. Repair, patch, and paint premises.
8. Replace and/or fix basic electrical, plumbing and/or carpentry fixtures.
9. Perform landscaping and general cosmetic ground maintenance.
10. Snow removal, weeding and any other outside maintenance required according to seasons.
11. Replace light bulbs and ballasts.
12. Maintain confidentiality of all contacts and communications.
13. Develop a working knowledge of CAA policies and procedures.
14. All other duties as assigned by management.

**Education/Skills and Qualifications:**

1. High School diploma or equivalent.
2. Electrical/plumbing licenses a plus.
3. Must have an insurable driver's license.
4. A minimum of 5 years experience in general building maintenance.
5. Ability to use hand tools and small power tools.
6. Detail oriented to produce a quality, cost efficient product.
7. Ability to gather price quotes from vendors as necessary, and recommend the most cost effective, and best route to get work done in an efficient and timely manner

