

**Position:** EOAC Maintenance Technician

**Job Status:** Grade 7, Grade depending on experience and qualifications

**I. General Responsibilities:**

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

**II. Minimum Qualifications:**

**Education:** High School Equivalent

**Required:** Must have driver license  
Must be able to lift 40 pounds  
Must pass criminal background check

**Experience:**

1. Perform minor roof repair
2. Perform minor plumbing repair
3. Repair or replace doors, jambs, facings and trim
4. Install door hardware, weather stripping and sills
5. Remove unwanted signage and vandalism
6. Replace broken glass panes in windows
7. Replace putty around loose glass panes in windows
8. Perform minor electrical repair
9. Install caulking in all areas as needed
10. Patch holes in walls, ceilings and floors
11. Install foam gaskets around electrical switches and outlets

**Economic Opportunities Advancement Corporation**

EOAC Maintenance Technician

All Programs

- 12. Install water heater insulation jackets
- 13. Provide mowing, edging and landscape work as needed
- 14. Assume duties which includes: stripping, polishing, painting and weatherization
- 15. Move furniture and other materials as needed
- 16. Maintain a pleasant disposition with co-workers, children and the general public
- 17. Maintain inventory of all work-related tools and equipment
- 18. Possess minor carpentry skills
- 19. Replace ballast and lighting needs
- 20. Performs other duties as assigned

**Immediate Supervisor:**      Facility Director

**Date of Approval** \_\_\_\_\_