

Date Posted: 02/18/2015

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Maintenance Specialist

Employer/ Agency: Gulf Coast Community Services Association

Job Description:

POSITION SUMMARY:

The primary scope of this position is to be responsible for moving office furniture and coordination operating systems of appliance, carpentry, plumbing and electrical maintenance for the agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review standards and operating procedures for improved and more efficient facility.
- Communicate with Facilities Supervisor on needs and/or issues.
- Follow-up on all work requests for repairs.
- Ensure that maintenance supplies are completed/ordered by scheduled deadlines to maintain smooth flow of operations.
- Responsible for repairs on all assigned work orders.
- Responsible for all assigned tools and equipment.
- Maintain compliance and standards for each work order completed.
- Maintain consistency with specifications and local state codes.
- Tests continuity of circuit to ensure electrical compatibility and safety of components.
- Examine appliances for mechanical defects and disassembles appliances.
- HVAC, maintain and regulate heating and cooling to maintain comfortable temperatures in an office.
- Inspect and repair leaks.
- Install and repair plumbing fixtures.
- Perform other duties as assigned by the Supervisor.

Qualifications:

QUALIFICATIONS:

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.

Education/Experience:

High School Diploma or GED required. Two (2) or more years experience. Electrical repair, minor automotive repair, small engine repair, carpentry, painting, exterminating, construction, minor plumbing and HVAC maintenance.

Licensing/Certifications:

For positions requiring driving while on the job, employees are required to provide their own transportation with required liability insurance for that vehicle, in the employee's name. Must have a valid driver's license. Certification in One (1) or more of the following: Appliance, Carpentry, Plumbing or Electrical.

Language Skills:

Ability to read and comprehend simple instructions. Ability to prepare basic correspondence. Bilingual English/Spanish preferred.

Mathematical Skills:

Intermediate math skills required.

Computer Skills:

To perform this job successfully, an individual should be able to work in a computerized environment and have basic knowledge of word processing, email, internet and spreadsheet software.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Oral Communication:

Speaks clearly and professionally in positive or negative situations; listens and seeks clarification.

Written Communication:

Writes clearly and informatively; Edits work for spelling and grammar.

Teamwork:

Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Diversity:

Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics:

Treats people with respect and dignity; Works with integrity and ethically upholds Agency's mission and values.

Hours: 8:00 am – 5:00 pm

Salary: \$24,940.00 - \$37,400.00

Send your resume and cover letter to:

Attn: [Name of HR person]

Address:

City, State, Zip:

Telephone:

Fax:

E-mail Address:

Application Method Preferred:

HOW TO APPLY: ALL QUALIFIED, INTERESTED CANDIDATES **MUST** COMPLETE AN ONLINE APPLICATION FOR CONSIDERATION. PLEASE VISIT WWW.GCCSA.ORG, SCROLL DOWN TO EMPLOYMENT OPPORTUNITIES AND CLICK ON LINK, THEN CLICK ON VIEW CURRENT OPENINGS LINK.

ADDITIONALLY: FOLLOWING IS THE DIRECT URL TO TAKE YOU TO THE ONLINE APPLICATION.

<https://gccsacrecruit.gccsa.org/cyberweb/>

GCCSA offers an excellent benefits package and talent development program, and fosters a highly skilled, energized and empowered workforce. GCCSA is an Equal Opportunity and Affirmative Action Employer.

Opening Date: 02/18/2015

***If your response to this job posting results in successful employment, please email THSA at webmaster@txhsa.org with the hiring details of your new job opportunity.
Thank you***