

## **Maintenance Associate**

Under the supervision of the Maintenance Manager the Maintenance Associate will be responsible for preventative maintenance and repairs in a large community center which includes a Fitness Center, Multiple swimming pools, an Early Childhood Center, Senior Center, Special Needs Center and Performing Arts, Dance and Music Conservatory. You must be able to work independently and as part of our Maintenance team.

### Duties Include:

- Perform Plumbing, electrical, repairs plaster and drywall; paints building structure.
- Perform setups and breakdowns to rooms (including tables, chairs, sound equipment and other supplies when needed)
- Move furniture, supplies, and miscellaneous equipment as directed.
- Maintain open, professional and courteous communications with all staff/management/customers.
- Attend and participate in training and staff meetings as required.
- Perform related duties as assigned by a designated supervisor.
- Performs minor repairs of building and equipment.
- Repair doors, door locks and closets.
- Execute most repairs and openings and closings of all the pools.
- Assist with snow and ice removal for all sidewalks and parking areas.
- Light cleaning such as mopping, dusting, wiping down furniture, bathrooms, etc.

### Qualifications:

- High School Diploma or GED required
- 1-3 years of experience in electrical, plumbing, carpentry, and general repair are required.
- Able to read and understand written material and instructions.
- Able to write detailed repair reports.
- Able to climb and work with the use of a ladder up to 25 ft in elevation.
- Able to work inside and outside in all types of weather.
- Must be able to spend majority of shift walking, lifting, twisting, bending, pushing, stooping and pulling.
- Must be capable of working in a fast-paced environment with multiple interruptions.
- Must be able to lift up to 80 lbs. on a regular and continuing basis.
- Must be able to push and pull carts weighing up to 100 lbs.
- Requires manual dexterity to use and operate all necessary equipment

Please send resume to [cparrilli@jccotp.org](mailto:cparrilli@jccotp.org)