

Date Posted: July 10, 2009

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: MAINTENANCE SPECIALIST - Close Date 8/1/2009

Employer/ Agency: Gulf Coast Community Services Association (GCCSA)

Job Description: 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: 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. Also this position requires that a certification course be completed within six months of hire (course will be determined by supervisor).

Salary: \$13.00/HR

HOW TO APPLY

All applicants who meet the minimum qualifications for the posted position must complete an official GCCSA online employment application at our website www.gccsa.org and then send your resume with the position in the subject to recruiter@gccsa.org

***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***