

Job Description
Maintenance Specialist
Centro Campesino Farmworker Center, Inc.

Job Summary:

Under the supervision of the Manager, Properties/Maintenance, the Maintenance Specialist is responsible for carrying out varied duties related to the maintenance of apartments, office buildings, classrooms, offices and grounds owned or operated by Centro Campesino Farmworker Center. This employee must be able to follow instructions related to the operation of equipment, completion of job tasks and the proper storage of materials and supplies.

General Duties:

Duties and responsibilities will include, but are not limited to the following areas:

- ❖ Clean and maintain common areas of properties (parking lots, grounds, laundry rooms)
- ❖ Assist in making apartments ready for occupancy including, painting, cleaning, general repairs
- ❖ Handling routine service calls to address tenant needs and at CCFC facilities
- ❖ Trimming trees, mowing lawns and other landscaping assignments
- ❖ Assist in cleaning swimming pools
- ❖ Preparing and securing properties in advance of hurricanes or other emergency situations
- ❖ Other duties as assigned.

Requirements:

Must be high school graduate or have G.E.D. diploma.

1 year related maintenance, handy-man, landscaping or other directly related experience
HVAC certification a plus.

Bilingual Spanish/English preferred but not required.

Must be able to pass required pre-hire criminal background and drug-screening.

Satisfactory references

Ability to be respectful, courteous and able to adhere to schedules and committed to learning and mastering new skills.

Compensation:

This is a non-exempt 40 hour per week position which will pay \$13 - \$15 per hour depending on education and experience. Benefits include company paid health insurance, life-insurance and long term disability insurance, annual leave and sick leave. Low-cost employee-paid dental plan is available. Employer contribution to a 403-B retirement plan is offered after one year of employment. All employees must complete a 3 month probationary period.

To apply please send a resume or letter describing experience and interest to mdiaz@ccfcfl.org. No phone inquiries please. CCFC is an equal opportunity employer. Minorities and women are encouraged to apply.