



<b>Job Title:</b>	Maintenance Technician	<b>FLSA:</b>	Non-Exempt
<b>Department/Group:</b>	Maintenance	<b>Reports To:</b>	Maintenance Supervisor
<b>Location:</b>	Maysville	<b>Travel Required:</b>	Yes
<b>Position Type:</b>	Part time/Full Time		
<b>HR Contact:</b>	Mary Breeze	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	-----
<b>Job Description:</b> Repairs and maintains physical structure, equipment's and grounds of the facility.			
<b>Applications Accepted By:</b>			
Drop off at Comprehend Office 611 Forest Avenue Maysville KY, 41056		<b>Email:</b> <a href="mailto:mbreeze@comprehendinc.org">mbreeze@comprehendinc.org</a>	
<b>Job Description</b>			
<b>Role and Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Perform renovation and remodeling of physical facilities owned and occupied by the agency within the five county areas.</li> <li>• Primary focus will be Stoneleigh Properties, but will handle other facilities as directed</li> <li>• Perform routine maintenance at agency facilities, including but not limited to electrical, plumbing, carpentry, painting, etc. as necessary. Use of hand tools and power tools is required.</li> <li>• As directed, procure estimates on supplies, materials, labor, etc. pursuant to (1) above and consult with staff for the development of recommendations for same.</li> <li>• Perform outside custodial duties such as cleaning snow and ice from entrances and walkways, applying salt, etc.</li> <li>• Replenish vending machines as directed.</li> <li>• Reposts work accomplished orally or on written work orders to supervisor.</li> <li>• Other duties as may be necessary and assigned.</li> </ul>			
<b>Qualifications and Education Requirements</b>			
<ul style="list-style-type: none"> <li>• High School Graduate or GED required.</li> <li>• Experience preferred.</li> <li>• Vocational training a plus.</li> </ul>			
<b>Physical Requirements</b>			
<ul style="list-style-type: none"> <li>• Must be in good physical condition and capable of lifting heavy objects. Must be physically capable of occasionally working in poor weather conditions, including heat, cold, rain or snow.</li> </ul>			
<b>Special Requirements</b>			
<ul style="list-style-type: none"> <li>• Must possess a valid driver's license and excellent motor vehicle driving record.</li> </ul>			
<b>Reviewed By:</b>	Maintenance Supervisor	<b>Date:</b>	03/08/2017
<b>Approved By:</b>	Human Resource	<b>Date:</b>	03/08/2017
<b>Employee Signature:</b>			
<b>Last Updated By:</b>	08/03/2020		