



Senior Maintenance Position

Job Summary:

The **Senior Maintenance Specialist** will perform maintenance and repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building systems. Schedule may include evening and weekend hours.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Complete work and repairs in a timely fashion
- Estimate time and extent of repairs
- Perform routine and preventive maintenance
- Maintain material and supply inventory
- Oversee work performed by outside contractors as necessary

Qualifications:

- Ability to follow instructions from Director of Maintenance
- Knowledge of general carpentry and repair.
- Ability to use hand tools and power tools.
- Experience with 2.5 to 25 ton HVAC
- Deadline and detail oriented.
- Excellent organizational and time management skills.

Education and Experience:

- High school diploma or equivalent required.
- Related experience preferred.
- On-the-job training offered.

Physical Requirements:

- Prolonged periods standing and walking.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 50 pounds at a time

The JCC is an Equal Opportunity Employer and fully complies with all Federal, State and Local Laws.

Signatures

This job description has been approved by all levels of management.

Employee signature below constitutes employee's understanding of the requirements, essential skills and qualifications of the position.

Employee _____

Date _____

Manager _____