

Employee Posting Opportunity

Date of Posting: October 20, 2026

Position Title: Maintenance Specialist

Location: Central Office

General Work Schedule: Monday – Friday 12 Month Position

Position Reports To: Lead Maintenance Specialist

Position Supervises: n/a

Education/Credentials/Experience:

High school diploma or equivalent is preferred. Skills preferred: carpentry, plumbing, air conditioner, electrical, fire alarm systems, vehicle maintenance, understanding of construction, carpet and vinyl application and minor repairs. Ability to use power tools safely. Must be able to provide their own transportation to and from work and throughout the work day.

This position will document work completed in the ChildPlus workorder system. This position maintains parking lots at all Agency locations to include striping designated parking areas, painting curbs, etc. This position is responsible for mowing grass, weed-eating, pruning shrubs and completing other grounds maintenance at all Agency Centers. The Maintenance Specialist completes minor plumbing repairs consisting of changing faucets, unclogging drains, spinning out sewer lines, etc. The Maintenance Specialist performs small electrical repairs as requested to include changing light bulbs and ballasts, changing switch plates, switches and receptacles and troubleshooting other minor electrical issues as needed. This position will perform carpentry tasks including the construction of walls, hanging drywall, repairs to furniture, etc. This position troubleshoots HVAC issues such as changing filters, minor repairs and general maintenance to systems. The Maintenance Specialist performs painting duties including the preparation of areas and surfaces to be painted to include patching ceilings and walls, taping drywall, etc. This position is responsible for the maintenance of Agency vehicles (excluding buses) ensuring they are routinely monitored for performance and maintenance needs. The Maintenance Specialist position will move furniture and/or miscellaneous items as requested, pick-up and deliver building supplies as needed and collect and drop-off items at recycling center as needed. This position assists in preparing assigned locations for meetings and special events. The Maintenance Specialist is responsible for spreading salt or ice melt during inclement weather at all Agency locations as needed. This position transports small equipment and tools between Agency locations. The Maintenance Specialist maintains logs and records of work performed and materials and equipment used.

SKILL BASED COMPETENCIES AND PERFORMANCE OUTCOMES:

Functional/Technical Skills: Possesses the functional and technical knowledge and skills to do the job well.

Organizing: Coordinates resources (people, materials, support, etc.) to get things done orchestrating multiple activities at once to accomplish a goal using the resources effectively and efficiently.

Planning: Accurately determines the length and difficulty of tasks and projects setting objectives/goals, breaking down work into steps assigning schedules and task assignments. Is able to anticipate and adjust for problems and roadblocks.

Priority Setting: Spends time on what's important and senses what will help or hinder accomplishing a goal.

Time Management: Uses time effectively and efficiently by concentrating efforts on the important priorities getting more done in less time.

Problem Solving: Solves difficult problems with effective solutions seeing hidden problems and looking beyond the obvious to find the answers.

Learning On The Fly: Learns quickly when facing new problems, open to change and analyzes successes and failures for clues to improvement. Enjoys the challenge of unfamiliar tasks.

Customer Focus: Meets the expectations and requirements of internal and external customers obtaining customer information and using it for improvements while acting with the customer in mind. Establishes and maintains effective relationships with customers by gaining their trust and respect.

Listening: Practices attentive and active listening having the patience to hear people out.

Comfort Around Higher Management: Deals comfortably with managers without undue tension determining the best way to get things done with them and responding to their needs, by using positive and appropriate approaches.

Conflict Management: Views conflicts as opportunities hammering out agreements and settling disputes equitably by finding the common ground and obtaining cooperation.

Managing Diversity: Works effectively with all races, nationalities, cultures, disabilities, ages and sexes and supports their equal and fair treatment with opportunity for all.

FUNCTIONAL COMPETENCIES:

Approachability: Easy to approach and talk to.

Composure: Remains cool under pressure and does not become defensive or irritated when times are tough. Handles stress, doesn't show frustration and is not knocked off balance by the unexpected.

Creativity: Shares new and unique ideas and can make connections among previously unrelated notions.

Decision Quality: Makes good decisions using a mixture of analysis, experience and judgement with most solutions and suggestions turning out to be correct and accurate when judged over time.

Ethics and Values: Adheres to an appropriate and effective set of core values and beliefs during both good and bad times and acts in line with those values by practicing what they preach.

Integrity and Trust: Builds trust and is seen as a truthful individual who admits their mistakes and doesn't misrepresent themselves for personal gain.

Patience: Practices tolerance with people and processes before acting to understand them using the data before making judgments and acting.

Perseverance: Pursues work with energy, drive and a need to finish seldom giving up before finishing especially in the face of setbacks.

Pay Range (minimum to midpoint): \$21.11 - \$23.45

Benefits: Available to full-time employees working 30 hours or more week

- Health insurance
- Dental insurance
- Vision Insurance
- Life Insurance
- 401(k) (Eligibility is after one year of employment)
- 401(k) contributions by Agency
- Employee assistance program
- Flexible spending account
- Additional life insurance
- Health reimbursement account (deductible assistance)
- Long-term disability
- Paid time off for Full-time and Part-time employees (Vacation, Sick and Personal)
- Holidays
- Professional development assistance
- Referral program
- Tuition assistance
- Mileage reimbursement
- Group Voluntary Accident, Critical Illness, Hospital Indemnity
- Employee eligibility begins the first of the month following 60 days of employment

For more information, contact Human Resource Asst./ Recruiter 618-463-8909