

**Community Action Agency of Delaware County, Inc.
Position Description**

Position Title: Maintenance Mechanic	Immediate Supervisor: Maintenance Supervisor	Hiring Range: \$ 14.00 - \$ 17.00/hour
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Full-Time, non-exempt position, day, evening and weekend shifts.

Position Summary:

This position involves general maintenance and making of repairs at facilities and housing units owned by the Agency/Affiliate Corporations and Partnerships.

Primary Duties and Responsibilities:

1. Establish and carry out maintenance plan.
2. Make repairs to mechanical systems.
3. Monitor functioning of mechanical systems.
4. Make repairs to buildings and fixtures.
5. Perform necessary work related to building renovations.
6. Complete various tasks to prepare vacant units for occupancy including:
 - Patching, spackling, sanding and painting
 - General repair of facilities
 - Inspection and repair of all appliances
 - Cleaning
7. Perform tasks as directed by Maintenance Supervisor
8. Other duties as required.

Position Objectives:

1. Provide prompt, professional and competent repair and maintenance services for all Agency/Affiliate owned properties.
2. Provide excellent customer service and craftsmanship.

Qualifications:

This position requires a minimum of a High School Education or equivalent with at least three years experience in general construction/maintenance. The position also requires all of the following:

- Valid PA driver's license.
- Ability to work well with the public.
- Ability to follow directions.
- Ability to work independently.
- Ability to work on physically demanding projects.
- Ability to use hand tools, climb a ladder and operate equipment.
- Ability to work well with low-income families.
- Good communication skills.

Physical Demands:

The physical demands described in this section are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties described herein, the employee is regularly required to talk, hear, stand, walk, maneuver stairs, climb a ladder, sit, stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move up to 60 pounds. Specific vision capabilities required by this position include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Location/Environment:

Most of the work for this position originates out of:
Delaware County

This position involves daily travel to various locations throughout Delaware County.

While performing the duties of this position, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is generally moderate.

I certify that I have read this position description and understand my duties and responsibilities as stated herein. I further understand that this job description does not in any way constitute a contract for continued employment. Community Action Agency of Delaware County, Inc. maintains an at-will policy of employment, which means that employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either the employer or the employee.

Employee Signature

Date

Supervisor Signature

Date

To apply for this position, send a resume with cover letter to:

Human Resources
Community Action Agency of Delaware County, Inc.
1414 Meetinghouse Road
Boothwyn, PA 19061

Fax #: 610-874-8452

E-mail: rmitchell@caadc.org

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