

## Maintenance Technician

Circle of Hope is seeking an experienced Maintenance Technician to help keep our facilities functional, safe, and comfortable. Circle of Hope is a non-profit social services organization operating an emergency shelter and several housing assistance programs benefiting victims of domestic violence in Habersham, Stephens, and White counties.

Job Type: Part-time (up to 32 hrs. per week)

Pay: \$18.00 - \$22.00 per hour based on experience

### Duties include:

- Perform routine preventive maintenance to ensure facility systems continue to operate efficiently, and the physical condition of the facilities/offices does not deteriorate
- Inspect facilities on a routine basis and perform minor maintenance where necessary, including electrical, plumbing, HVAC, and general carpentry
- Conduct periodic quality checks on equipment and systems to ensure everything is up to standard
- Inspect buildings, equipment, and systems to identify any issues
- Fix potential safety hazards to avoid injuries
- Assist with housing program unit inspections and conduct necessary repairs
- Assist with moving families into new homes
- Assist with donation pick-ups and delivery
- Ensure the grounds and parking lots are free from litter and debris
- Maintain landscape at facilities

### Requirements:

- High School Diploma or equivalent qualification
- Minimum 2 years of experience in general maintenance
- Must have knowledge of "household" repairs (carpentry, electrical, plumbing, etc.)
- Advanced understanding of general maintenance procedures and techniques
- Ability to reach, bend, stoop and frequently lift to 50 pounds
- Capable of performing duties with limited supervision
- Availability to work a flexible schedule
- Security conscious