

## COHOES COMMUNITY CENTER

### Job Description

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**Position Title:** Maintenance

**FLSA status:** Non-Exempt

**Reports To:** Executive Director

#### General Function

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Under the direction of the Executive Director, the maintenance technician is responsible for performing general maintenance and repairs for the facility, ensuring the facility is clean and in working order, according to the standards of the Cohoes Community Center

#### Job Requirements (Include education, experience and specific competencies)

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- Three to five years prior experience in maintenance and repair work.
- Excellent human relation skills and communication skills.

#### Principal Responsibilities:

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1. Complete all maintenance/repair requests as directed and prioritized by the Executive Director.
2. Clean and sanitize assigned areas, according to established procedures and standards, as needed.
3. Maintain inventory of supplies and equipment, as well as review and checking of deliveries.
4. Collect, package, label and arrange for pick up of hazardous waste.
5. Assist in snow removal and lawn grooming when necessary.
6. Assist in set up and clean up of rooms for special events.
7. Maintain cleanliness of facility as a member of Clean Team.
8. Other duties, as directed.

#### Effect on End Result

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The satisfactory performance of the incumbent will result in the organized, efficient, clean and high functioning facility.

#### Physical Requirements

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Must be able to stand or sit for extended periods of time and not become distracted. Must be able to lift and carry items up to 50 pounds. Must be able to hear noises and distress signals. Must be able to see and use a computer. This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity.