



NOW HIRING - MAINTENANCE TECHNICIAN INGLEWOOD/SEPULVEDA SITE

Primary Duties

- Tours buildings, equipment and grounds daily to check for problems; determines priorities and makes repairs; discusses problems with supervisor.
- Performs any or all of the following maintenance duties:
 - o Makes plumbing repairs including leaky or plugged faucets, pipes and waste lines
 - o Repairs and erects wall partitions, shelves, fences, floors, doors and other related items
 - o Performs routine carpentry work; repairs furniture; builds shelves; installs wall paneling
 - o Installs/repairs equipment such as kitchen appliances, fans and other items
 - o Installs/repairs windows and screens
 - o Repairs/installs locks
 - o Hangs drapery rods and drapes or blinds
 - o Repairs and replaces floor coverings
 - o Moves furniture, equipment, supplies
- Makes minor electrical repairs such as repairing fuses, replacing fixtures and installing electrical outlets where wiring already exists
- Paints/decorates interior and exterior surfaces
- Performs regular upkeep of all common areas, including but not limited to vacuuming and cleaning carpets, mopping and waxing floors and performing scheduled washing and painting of all walls, woodwork and windows.
- Maintains tools and equipment in good working order; requests supplies as needed
- Maintains routine records
- Runs errands, using personal or agency vehicle to pick up supplies, etc.

Position Requirements

These specifications are general guidelines based upon the minimum, ordinarily considered essential, to satisfactory performance in this position. Individual skills and abilities may result in some deviation from these guidelines.

To perform effectively in this position, the employee in this position is required to have:

- A working knowledge of routine painting, carpentry, plumbing and custodial skills.
- Demonstrated skills in institutional maintenance.
- Ability to lift and perform hard physical labor.
- Demonstrated mechanical skills and aptitude.
- Ability to operate and maintain hand and power tools normally associated with grounds maintenance.
- Ability to tolerate different weather conditions.
- Basic communication skills – oral and written.
- A valid California Driver's License with insurance acceptable to the Agency standards.

Typically, these requirements may be met by the combination of a high school diploma or equivalent and several years of experience and/or training in equipment and facilities maintenance. The employee in this position must be able to perform this job safely, without endangering the health or safety of him/herself or others.

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If you have any questions or would like to receive additional employment opportunities from the SBWIB please complete this link:

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IT IS OUR GOAL TO PROVIDE ESSENTIAL WORKFORCE SERVICES TO SUPPORT THE PUBLIC DURING THIS DIFFICULT TIME. THE SBWIB HAS TAKEN A NUMBER OF STEPS TO ENSURE THE PUBLIC HAS ACCESS TO THE RESOURCES THEY NEED.

