



Maintenance

General Description

The Maintenance person is responsible for inspecting, repairing, and maintaining all GCCCI facilities, equipment and property.

Reporting

This position reports to GCCCI President

Time Commitment

This position requires 1 days/week

Key Responsibilities

1. Conduct routine, scheduled, preventative maintenance inspections of all GCCCI premises and equipment
2. Maintain a log of inspections, repairs, and routine maintenance activities
3. Coordinate with all departments for routine maintenance and repairs
4. Other duties as assigned

Qualifications

1. Knowledge of basic computer skills for maintenance log
2. Knowledge of GCCCI programs, policies, procedures, and practices
3. Excellent internal customer service skills
4. Excellent communication skills
5. Experience using hand tools and electrical tools
6. Experience with basic equipment repair and facility maintenance
7. Ability to follow instructions
8. Attention to detail
9. Positive attitude