



JOB VACANCY ANNOUNCEMENT

***Position: Maintenance Technician
Full-time or Part-time
Wage: \$14.00 per hour***

GENERAL DESCRIPTION

Under the direct supervision of the VP-Maintenance & Technology, is responsible for performing maintenance activities including snow removal, and basic carpentry, electrical, plumbing repairs, painting and landscaping on Ark facilities and equipment.

MINIMUM QUALIFICATIONS

Experience as a maintenance worker preferred, however will train the right candidate.

Current driver's license with a motor vehicle record that is acceptable to Ark Regional Services insurance carrier.

HOW TO APPLY

Apply in person to Ark Regional Services, 1150 North 3rd, Laramie, WY 82072 or online at www.arkregionalservices.org. Open until further notice.

Ark Regional Services is an EEO/ADA employer.

TDD 1-800-545-1813 Extension 308

Date Released: August 9, 2022

Maintenance Technician Job Description

General Description

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Supervision Exercised

None

ESSENTIAL FUNCTIONS

- Assuring adherence to the Vision, Mission and Values of Ark Regional Services.
- Reading/writing/comprehending the English language
- Reporting to work on time and following departmental procedures for calling in sick, taking time off, or leaving a shift early
- Performing the physical components of the Mandt System and CPR/First aid, including but not limited to bending, reaching and supporting weight in order to keep people safe.
- Cleaning of work site which requires bending, lifting, reaching, working on hands and knees, and working with cleaning supplies
- Lifting or supporting up to 50 lbs. and demonstrated ability to bend, lift, reach and push.
- Attending all Ark required meeting and trainings within the required time frame.
- Communicating with clients, staff members, family/guardians and outside agencies within the professional communication band.
- Managing stressful situations with respect and dignity for all involved.
- Maintaining a driver's license and a motor vehicle record that is acceptable to Ark Regional Services' insurance carrier.

Job Duties

- ❖ Performs preventative maintenance work and general repairs on equipment, appliances, vehicles and residences including minor carpentry, plumbing, electrical and mechanical installations and repairs.
- ❖ Performs residential maintenance including but not limited to painting, carpet and furniture cleaning and the moving of appliances, furniture and other major household items.
- ❖ Performs seasonal ground keeping and snow removal.
- ❖ Performs safety inspections
- ❖ Carries the 24 hours on call pager as scheduled, which may require weekend duties.
- ❖ Performs miscellaneous duties as assigned.

Minimum Qualifications

Experience as a maintenance worker preferred, however will train the right candidate.

FLSA STATUS: Non-exempt

OSHA: None

Developed: June 2000

Reviewed: August 2001; October 2002; December 2003; May 2008; November 2011; July 2012;
September 2015, 2016, 2017, 2018, 2019, 2020,2021, August 2022