

FLINT CULTURAL CENTER CORPORATION

601 E Second Street

Flint, MI 48503

Job Posting

Job Title: Maintenance Technician
Location: FCCC Administration Office – Walker Place
Reports To: Facilities Manager
FLSA Status: Non-Exempt; Hourly; Full-Time

**Job
Description
and
Qualifications:**

GENERAL DESCRIPTION

The maintenance technician position is responsible for performing highly diversified duties to maintain efficient operation and upkeep of the buildings under the responsibility of the Flint Cultural Center Corporation.

RESPONSIBILITIES

- Perform minor electrical repair, replacement and assembly as required including light bulbs and ballasts of various voltages.
- Perform basic plumbing including snaking drains and opening traps.
- Repair partitions, doors, windows, floor, and building framework as required.
- Perform facilities upkeep to include minor drywall repairs and painting.
- Maintain office furniture and office related equipment
- Maintain adequate supplies needed to meet duties.
- Facilitate and coordinate outside vendors and contractors performing work in the facilities.
- Assist other department's personnel to move, repair and replace equipment.
- Work from verbal instructions and prescribed procedures.
- Report any equipment that is not in safe operating condition.
- Perform preventative maintenance on custodial equipment
- Assist the Grounds team with snow removal (may require being on call)
- Perform other duties as assigned or necessary to meet business conditions or changes.

EXPERIENCE/QUALIFICATIONS/SKILLS REQUIRED

- Minimum of 2 years prior building maintenance experience.
- Ability to manage multiple priorities, exceptional organizational, interpersonal and analytical skills.
- Good verbal and written communication skills with ability to prepare reports as requested.
- Ability to work independently or with a team.
- Able to interact effectively with all levels of staff throughout the campus to determine needs, provide information, solve problems.
- Ability to climb up to 25 feet on a ladder.
- Physically able to walk, run, climb, bend, stoop, and carry 50 pounds at a minimum.
- Valid Michigan driver's license and good driving record.

Apply To: Email cover letter and resume to hr@fcccorp.org or mail to:
Flint Cultural Center Corporation
Attn: Human Resources
601 E Second St
Flint, MI 48503

Date Posted: 4.8.19; Posting will remain active until filled.

The Flint Cultural Center Corporation is an Equal Opportunity Employer