



## ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE • Suite 345 • Blaine, MN 55434  
Phone 763-783-4747 • FAX 763-783-4700 • Website: [www.accap.org](http://www.accap.org)

### JOB DESCRIPTION

**Position Title: Maintenance Worker**

**FLSA: Non-Exempt**

**Class Title: Maintenance Worker**

**Range: 3**

**Reports to: Transportation Coordinator**

#### Position Requirements:

**Education and Experience:** One (1) year certificate from college or technical school; six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.

**Licenses Required:** Valid Minnesota Driver's license required.

**Certifications Required:** CPR & First Aid

**Background Investigation Required:** MN Bureau of Criminal Apprehension check.

**Knowledge:** Knowledge of basic facility techniques; knowledge of local geographic area; knowledge of basic maintenance needs.

**Abilities:** Ability to operate hand and power tools; ability to problem solve and work independently at program sites. Ability to read, interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**Skills:** Skills in basic carpentry, mechanical equipment, lawn care, and snow removal. Basic math skills of addition, subtraction, multiplication and division.

#### Duties and Responsibilities:

Provide custodial and minor maintenance for classrooms, offices, common areas, utilities, equipment, fixtures, and materials for the facilities and grounds. Follow health and safety procedures and perform safety inspections and checklists to ensure facility and grounds are hazard free. Walkway snow removal, ice control, and miscellaneous pickup/delivery and installation activities to support program operations. Performs other related duties as assigned.

#### Essential Job Functions:

Normal office procedures, able to lift and carry 50 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning, and utilizing arms, hands, and fingers. Must be able to communicate effectively with clients and employees. Must have a valid driver's license.

Posting Date: December 17, 2020

Location: Coon Rapids, MN

Closing Date: Until Filled

Supervisor: W. Matanowski

Status: Permanent/FT

Wage: \$13.65 - \$15.02/Hour - DOQ

Benefits: Medical, Dental, Vision, Life, Disability, HSA, Vacation, Sick, Holiday, 403B, Section 125

To receive an employment application, go to [www.accap.org](http://www.accap.org).