

## **SOUTHERN SCHOLARSHIP FOUNDATION, Inc.**

### **Maintenance Technician**

#### **Job Description**

**SOUTHERN SCHOLARSHIP FOUNDATION:** Since 1955 Southern Scholarship Foundation has supported students who lack financial resources, demonstrate excellent academic merit and exemplify good character attend institutions of higher education through rent-free housing and cooperative living scholarships.

**POSITION:** Maintenance Technician

**POSITION SUMMARY:** This position includes a variety of duties focusing on the daily and routine maintenance of the Foundation including, but not limited to, basic HVAC, appliance repair, plumbing and structural systems and lawn equipment usage and maintenance. Recognize potential problems and report them to the Director of Maintenance. Position reports to Director of Maintenance.

**QUALIFICATIONS:** Two or more years of progressively responsible general maintenance experience. Must have a valid Florida Driver's License and be insurable on Southern Scholarship's vehicle insurance policy.

**RESPONSIBILITIES** include, but are not limited to:

1. Report daily to the Director of Maintenance regarding all maintenance activity.
2. Perform routine and preventative maintenance on scholarship houses (A/C, fire systems, lawn, grounds, plumbing, electric, appliances, etc.).
3. Visit each scholarship house weekly on assigned day to check and complete non-emergency/routine/preventative maintenance according to maintenance request forms.
4. Execute work orders timely and follow preventative maintenance calendar. Turn in completed work orders to the Director of Maintenance.
5. Keep SSF's Maintenance equipment organized and in proper condition.
6. Possible travel to other SSF campuses for maintenance projects as needed.
7. Must exercise good judgment and serve as a good example for all students and fellow employees.
8. Consistently maintains a professional, courteous attitude when dealing with residents, co-workers and the general public, at all times.
9. Physical and Visual Activities: Inside and outside work in all types of weather. Medium to heavy work requiring prolonged or repeated standing, walking, climbing, climbing stairs, climbing ladders, working at heights, stooping, kneeling, crouching and lifting to a maximum of 100 pounds, with frequent lifting and carrying of up to 50 pounds. Good eye/hand coordination is essential.
10. Other duties as assigned.

**EVALUATION:** Maintenance Technician's performance will be evaluated each year by the Director of Maintenance and President/CEO, based upon the above expectations and additional specific goals as identified by the President of the Foundation.

**LOCATION:** Tallahassee, Florida

**POSITION TYPE:** Permanent, Part-Time, up to 30 hours per week. Must successfully pass Level 2 background check. Position is not eligible for benefits. Expected start is early June 2019.

**COMPENSATION:** \$11.00 - \$13.00 per hour

**APPLICATION PROCESS:** Submit a cover letter and resume via email to [jobs@southern scholarship.org](mailto:jobs@southern scholarship.org) by April 30, 2019, or through Indeed.com or Facebook. Please include "Maintenance Technician" in the subject line.

EOE/ADA