ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434
Phone 763-783-4747 • FAX 763-783-4700 • Website: www.accap.org

JOB DESCRIPTION

Position Title: Maintenance Worker **FLSA: Non-Exempt**
Class Title: Maintenance Worker
Range: 3
Reports to: Property Rental Manager

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: None
Background Investigation Required: MN Bureau of Criminal Apprehension check and search on NSOPW.
Knowledge: Knowledge of basic repairs; driving knowledge of Anoka County.
Abilities: Ability to operate hand and power tools; ability to problem solve and work independently at housing sites. Ability to climb ladders. Ability to read, interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to change work direction throughout the day.
Skills: Basic mechanical aptitude. Basic computer skills.

Duties and Responsibilities:

Repairs or replace door and mailbox locks, repair or replace interior closet doors, use both kitchen and bathroom drain snakes, ability to hang blinds, and repair or replace screen. Able to do basic faucet and toilet maintenance, replace electrical fixtures and outlets. Must have reliable transportation and ability to carry various tools. Maintain grounds at assigned ACCAP housing sites including spring cleanup, tree trimming, shrub and lawn care, fertilization, weed control, irrigation maintenance, clean-up, walkway snow removal, ice control, gutter repair/cleaning and miscellaneous pick-up/delivery/appliance installation activities to support housing maintenance. Duties may involve unit turns and building cleaning. Performs other related duties as assigned.

Essential Job Functions:

Able to lift and carry 50-75 pounds safely, standing or walking for extended periods of time, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning. Must be able to communicate effectively with clients, co-workers, and supervisor. Must be able to enter client's home, climb stairs and could come in contact with cigarette/cigar smoke and a variety of pets. Must have a valid driver's license.

Posting Date:	7/6/2023	Location:	Anoka County, MN
Closing Date:	Until Filled	Supervisor:	M.Olen
Status:	Permanent/FT	Starting Salary:	$17.37/hr

Benefits: Vacation, Sick, Holiday, Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement w/match.

To receive an employment application, go to www.accap.org/accapcareers

ACCAP is an Equal Opportunity Employer