

COMPANY NAME: COPE COMMUNITY SERVICES, INC.

JOB TITLE: MAINTENANCE ASSISTANT

JOB DESCRIPTION:

We are looking for two full time Maintenance Assistants to join the team! Under direct supervision of the Maintenance and Facilities Supervisor, the Maintenance Assistant is responsible for the general maintenance of COPE facilities, and vehicle maintenance and upkeep as assigned.

Knowledge/Skills/Abilities:

Able to effectively communicate verbally and in writing.
Demonstrate ability to function in the general maintenance field.
Knowledge and experience in purchasing supplies with limited budget.
General knowledge of basic utility (coolers, A/C, heaters) and systems (electrical, plumbing)
Some knowledge of the problems associated with mental illness and substance abuse and the ability to interact with these populations.
Able to work independently with minimal supervision

Essential Duties & Responsibilities:

Respond to the general maintenance requests of COPE facilities in a timely, cost efficient manner.
Responsible for basic utility and systems repair and/or coordination.
When requested, responsible for purchasing quality repair supplies in the most cost effective manner.
Assist in the coordination of vehicle upkeep.
Assist in transporting vehicles to repair shops when necessary.
Assist in moving agency programs, staff and client personal items to and from agency property as directed.
Perform indoor and outdoor cleanup around the buildings.
Turnover apartments.

Important Notes:

This is a Safety Sensitive Position. Pursuant to the AZ Drug Testing of Employees Act ARS 23-493, COPE Community Services, Inc. has determined this is a safety sensitive position. Because this is a safety sensitive position and in accordance with its Drug- and Alcohol-Free Workplace policy, COPE reserves the right to exclude or remove a person from this position if COPE believes in good faith that the employee's current use of any drug, legal, prescribed by a physician or otherwise (for example, medical marijuana), if the drug could cause an impairment or otherwise decrease or lessen the employee's job performance or ability to perform the job duties. Employees are obligated to inform COPE of any current drug use that could impair or otherwise decrease or lessen the employee's job performance or ability to perform the job duties.

COPE Community Services, Inc. is an Equal Opportunity Employer. We do not discriminate in hiring or in any other term, condition, or privilege of employment with regards to race, color, national origin, age, ancestry, religion, disability, sex, gender, gender identity, sexual orientation, marital status, familial status, or any status protected by law or regulation. It is our intention that all qualified applicants and employees be given equal opportunity and that hiring and other employment-related decisions are based on job-related factors.

Thank you for considering COPE as an employer!

2797 E Ajo Way, Tucson, AZ 85713

BusinessServices@pima.gov

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities

Pay Range: \$15.00 per hour

APPLICATION QUALIFICATIONS:

Minimum Qualifications:

- High school diploma or GED plus a minimum of one (1) year experience in general building and vehicle maintenance.

Requirements:

- Must be 21 years of age (automobile insurance requirement) and possess a valid AZ driver's license with a clean driving record.
- At time of job offer, submission of 36 month (three year) driving record from DMV will be required. These standards must be maintained throughout employment and up-to-date driving records are reviewed regularly for current employees.
- Applicants must be able to pass a pre-employment drug screen and background check.

HOW TO APPLY: <https://www.copecommunityservices.org/jobs>

DATE: 1/17/2023

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