



Shared Services

Building Maintenance Technician – Fond du Lac

Full time 36 hours per week

ADVOCAP, Inc., is a recognized leader in anti-poverty and self-sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

Our Shared Services Department is seeking a full time Building Maintenance Technician. This position may be based out of the Oshkosh or Fond du Lac office depending on what works best for the applicant's home location; however, work will take place in Fond du Lac, Green Lake and Winnebago counties.

This position will inspect, adjust, and perform basic repairs and maintenance on Agency owned properties and grounds (snow removal, lawn care, landscaping), machinery, and vehicles; arrange for repairs by professionals as needed; assist with maintenance plans, schedules, setting priorities, ensure labor and material cost is as contracted and prepare condition reports for management; observe tenants' behavior and habits, including housekeeping practices, and report unusual or destructive practices; and prepare rental properties after move outs including general maintenance, painting, drywall repair, complete cleaning of the unit, and removing trash. This position also requires being on call, on a 3-week rotating schedule, with other maintenance staff.

Job Requirements:

- In depth knowledge of building construction, working knowledge of trades
- Ability to communicate effectively with tenants is required
- A valid driver's license and a driving record acceptable by our insurance carrier is essential for utilizing an Agency vehicle
- Typical physical activities include considerable climbing, lifting, balancing, walking, stooping, and handling materials
- Drug Screening, fingerprints and background check required

Minorities and those with disabilities are encouraged to apply.

Starting wage is \$19.42 per hour. Benefits offered include: health, dental, vision, flex, life, short and long term disability, 401k/Retirement, vacation, sick and holiday pay

Please submit resumes with cover letter to:

Human Resources, ADVOCAP, Inc.,

PO Box 1108, Fond du Lac, WI 54936-1108 OR

FAX 920-922-7214 OR Email hr@advocap.org

Resumes will be received until position is filled.

<http://www.advocap.org/>

AA/EOE