



Shared Services

## **Building Maintenance Technician – Fond du Lac**

Full Time

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 can 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 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 drivers 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 and background check required

Minorities and those with disabilities are encouraged to apply.

Starting wage is \$19.42 per hour. Benefits offered include: vacation, sick and holiday pay, 401k option

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](mailto:hr@advocap.org)

Resumes will be received until position is filled, application materials received by 3/25/22 will receive preference.

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

AA/EOE