



Johnston-Lee-Harnett Community Action, Inc.

MAIN OFFICE
Phone 919-934-2145
Fax 919-934-6231
Post Office Drawer 711
1102 Massey Street
Smithfield, NC 27577

LEE COUNTY OFFICE
Phone 919-776-0746
Fax 919-774-1867
Post Office Box 1061
225 S. Steele Street
Sanford, NC 27330

HARNETT COUNTY OFFICE
Phone 910-814-8360
Fax 910-814-8362
Post Office Box 40
745 Shawtown Rd., Suite A
Lillington, NC 27546-0040

LEAD MAINTENANCE TECHNICIAN

CONTRACT POSITION

Hours: 7:30 am – 3:30 pm

Location: Johnston County

Johnston-Lee-Harnett Community Action, Inc. is seeking a Lead Maintenance Technician.

The Lead Maintenance Technician supervises and performs a variety of duties involved in the care, upkeep and cleaning of assigned buildings and facilities. The Lead Maintenance Technician is responsible for the accounting of, distribution and storage of janitorial supplies for assigned buildings and facilities. The Lead Maintenance Technician is expected to proactively troubleshoot issues within assigned facilities and report findings along with suggestions and recommendations for resolutions to Facilities Transportation Manager along with supervising and delegating tasks to General Maintenance Technicians. The Lead Maintenance Technician will follow standards and regulations of the Head Start Performance Standards, US Department of Health, Human Service Regulations, NC Child Day Care Requirements, local sanitation, and the standards of JLHCA, Inc.

POSITION QUALIFICATIONS

- High School Diploma, GED or a combination of education and experience.
- Knowledge of basic operations, procedures, tools, machinery and terms used in building maintenance.
- Ability to carry out oral and written instructions.
- Ability to communicate both written and orally.
- Ability to operate standard cleaning appliances.
- Perform other job-related tasks as assigned.
- Ability to motivate and supervise General Maintenance Technicians

Submit a completed application, resume and 3 letters of professional reference to: Johnston-Lee-Harnett Community Action, Inc., Human Resource Department, Attn: Alisa Bizzell, Post Office Drawer 711, Smithfield NC 27577

Minimum starting salary: \$36,000/yr