



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 919-774-1807
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

MAINTENANCE TECHNICIAN

Hours: 7:30 am – 3:30 pm

Location: Johnston, Lee & Harnett Counties

Johnston-Lee-Harnett Community Action, Inc. is seeking a Maintenance Technician. The responsibilities will include:

The General Maintenance Technician performs a variety of duties involved in the care and cleaning of assigned buildings and facilities. The General Maintenance Technician is responsible for transporting meals to and from the centers daily and picking up supplies weekly or as necessary. The General Maintenance Technician will follow standards and regulations of the Head Start Performance Standards and other US Department of Health and Human Services regulations, the NC Child Day Care Requirements, the Child and Adult Food Program regulations, 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.

Submit a completed application, resume and 3 letters of professional reference to:

**Johnston-Lee-Harnett Community Action, Inc.
Human Resource Department
Attn: Ruby Bryant or Alisa Bizzell
Post Office Drawer 711
Smithfield NC 27577**

Minimum Starting pay: \$29,000 year