**Maintenance Technician**

**Role:**

|  |
| --- |
| This position provides general maintenance to the Credit Union's facilities as assigned by supervisor. |
|   |

**Essential Functions & Responsibilities:**

* Oversees and performs daily general maintenance including but not limited to: Vacuum carpets, mop tile, dust, clean windows, empty trash, maintain restrooms and kitchen. Maintain landscaping and outside maintenance including but not limited to: Mowing, light snow removal and winterizing landscaping. Perform light electrical, plumbing, and carpentry work including painting and fixing damaged walls. Move furniture, files and fixtures when necessary. Provide weekly courier service to all branches and any other duties assigned by Supervisor.
* Performs routine preventative maintenance (greasing equipment, oiling motors, changing belts, changing air filters, changing light bulbs, air filters, batteries, etc.).
* Attends training sessions required by the supervisor.
* Performs other job related duties as assigned.

**Knowledge and Skills:**

**Experience:** One year to three years of similar or related experience.

**Education:** (1) A two-year college degree, or (2) completion of a specialized certification or licensing, or (3) completion of specialized training courses conducted by vendors, or (4) job-specific skills acquired through an apprenticeship program.

**Interpersonal Skills:** Work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion,

requiring diplomacy and tact in communication.

**Other Skills:** General maintenance experience is desired. Excellent written, oral and interpersonal communication skills are necessary.

**Physical Requirements:** Must be able to lift 50 pounds.

**Please send resume to:** **careers@rrcu.org** **or River Region Credit Union, Attn: Human Resources, 3124 W. Edgewood Drive, Jefferson City, MO 65109**