



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Maintenance

Job Information

Job Type: Full-Time

State Pay Grade: \$10.00 hourly

Program: Developmental Disabilities

Location: Muscogee County

Posting Date: 03/06/2019

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

***ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. ***

Submit Completed State of Georgia application to Recruiter:

New Horizons Behavioral Health
1215 2nd Ave
Columbus, Georgia 31901

Fax: (706) 317-5004

Email: jobs@nhbh.org

Website: www.nhbh.org

Job Description

Under general supervision the maintenance employee will repair, construct, renovate, and relocate fixtures, furniture, and equipment. Employee will perform preventative maintenance on all HVAC returns for the group homes. Employee will use and maintain the proper tools and equipment used to task at hand. Employee will check fire extinguishers and exit signs on campus monthly, taking on the role of Fire Marshall for the campus location. Employee will answer all work orders within a timely manner, make appropriate repairs as needed, use tools efficiently promptly report all maintenance problems to direct supervisor, and follow all established policies and procedures set by NHBH. Maintenance employee will be provided a vehicle to perform daily tasks.

Minimum Qualifications:

Shows knowledge of maintenance field and repair skills in HVAC, carpentry, electricity, plumbing, etc. Shows knowledge use of tools and equipment and material. Shows ability to diagnose a problem and repair correctly. Maintains ability to push, lift, and carry heavy items. Applicant will receive background and drug screen before hire.

Preferred Qualifications:

A minimum of two years working experience in a large scale maintenance facility and a high school diploma or GED.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

NHBH does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.

This position is subject to close at any time once a satisfactory applicant pool has been identified.