



JOB OPPORTUNITY: MAINTENANCE TECHNICIAN

Title:	Maintenance Technician
Reports to:	Director of Operations & Programs
FLSA Classification:	Non-exempt
Estimated Rate of Pay:	\$17 per hour
Supervises:	N/A
Last Updated:	06/30/26

POSITION OVERVIEW

Under the supervision of the Director of Operations & Programs the Maintenance Technician performs janitorial, repair and customer service duties required to keep the Mizell Center facility and grounds clean and orderly while maintaining a safe and presentable space.

**A pre-employment background check will be conducted on all final candidates for this position.*

POSITION RESPONSIBILITIES

- Janitorial tasks including cleaning of restroom facilities, sweeping, mopping, vacuuming, windows, trash removal
- Daily set-up and take-down of various room arrangements (tables, chairs, etc.)
- Assistance with off-site Mizell events
- Up-keep, maintenance and repair of Mizell equipment, furniture and property
- Monitor, clean and sanitize various public restrooms
- Refill dispensable goods and maintain inventory of supplies
- Identify, address or report unsafe or unsanitary conditions
- Keep grounds litter free and walkways and patios swept
- Perform other duties as assigned

MINIMUM JOB QUALIFICATIONS

- Minimum 6-months related experience
- Comply with established safe work practices and attend all safety-related training provided or made available
- Ability to operate hand and power cleaning equipment and perform minor repairs
- Demonstrated ability to communicate clearly and effectively
- Ability to frequently lift up to 50 lbs. daily, including frequent movement of tables, chairs and event-related equipment; climb stairs and walk at a fast pace
- Exceptional listening skills and a collaborative working style
- Ability to be self-motivated and proactive, while knowing when to ask for support
- Experience working with older adults and/or in a community/senior center setting preferred
- Early morning, evening and weekend availability is essential.

EQUAL EMPLOYMENT OPPORTUNITY

The Mizell Center provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, veteran status, physical or mental disability, race, religion, creed,

gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status or any status as defined by local, state and federal law.

OTHER

Please note this job opportunity announcement is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice and as assigned, as outlined in the complete position description.

HOW TO APPLY

To apply, please submit a cover letter and resume to jobs@mizell.org or in-person at the Mizell lobby desk during business hours. Please note Mizell Center is unable to acknowledge receipt of each application. Should your background and experience align with the opportunity as posted, you will be contacted.