



JOB ANNOUNCEMENT

Position: On-Call Maintenance Technician **Work Week:** ON CALL
Location: Hayward **Start Date:** ASAP
Hours: As Needed **Salary:** Starting \$25.21

Community Child Care Coordinating Council (4Cs) of Alameda County is a private nonprofit organization serving families and child care providers in Alameda County. 4Cs of Alameda County exists to develop and coordinate resources to strengthen families and children.

The Maintenance Technician is responsible for ensuring the maintenance and handy work of all 4Cs locations.

The Maintenance Technician reports to the Supervisor, Office Administration. This is an on-call, non-exempt and non-benefited position.

DUTIES & RESPONSIBILITIES

- Responsible for pick-up and delivery of supplies, as necessary to complete maintenance work orders.
- Identifies reports any maintenance needs that impact the health, safety and overall condition of any 4Cs facilities.
- Helps with moving furnishings, hanging art work, cork-boards, etc.
- Handles e-waste and recycle materials removal.
- Maintains storage units on-site. Transports file boxes and other miscellaneous items to and from storage. Prepares file boxes for shredding.
- Help offsite programs, meetings and workshops with moving and setup needs.
- Makes sure we have earthquake compliant facilities for safety of staff and clients.
- Assists in the set-up and break down of the Annual Children's Faire.

QUALIFICATIONS

- Ability to use hammer, power drill, small saws, screw driver, glue, etc.
- Two (2) or more years' experience providing maintenance services.
- Physical Stamina.
- California Driver's License and an insurable DMV Report.
- Physical agility to lift and carry up to 50 pounds and to bend, stoop, walk and reach overhead.

To apply, please send resume and cover letter to resumes@4c-alameda.org

Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.