

OPEN POSITION

**Maintenance Assistant – Part Time (27.5 hrs.)  
Facilities and Purchasing**

This position is responsible for general maintenance and upkeep of Providence and Pawtucket facilities and grounds, receiving, and other general duties as requested or assigned.

**RESPONSIBILITIES:**

- Perform minor plumbing, carpentry, painting, HVAC and electrical
- Perform modular furniture installations, moves and adjustments
- Monitor boiler room systems on a daily basis
- Maintain organized storage rooms of supplies, tools, furniture, etc.
- Stock several printers, copiers, and fax machines with paper and supplies
- Handle minor copier and shredder repairs (clear jams, add toner/oil, change bags, etc.)
- Run, set, and monitor outdoor sprinkler system and lighting timers
- Receive packages and deliver to internal departments
- Run various errands such as picking up supplies, bringing company cars for repairs and maintenance, trips to the hardware store and other needs as they arise. Must have own vehicle
- Keep front entrance, emergency exits and walk areas clear of leaves/snow/debris
- On call for any building maintenance or emergencies that may arise after hours

**QUALIFICATIONS:**

- Possess mechanical aptitude and the ability to troubleshoot and solve problems
- Proficient in the use of all types of common hand and power tools
- Work efficiently and be well organized
- Possess good oral communication skills
- Computer literate with the ability to utilize electronic mail and schedules

**EDUCATION and/or EXPERIENCE:**

- High School or equivalent and knowledge as gained through previous life experience
- Trade school graduate preferred

To apply go to: <https://home.eease.adp.com/recruit/?id=558018>

For more information reference position code 0620.06W