



IBERO
AMERICAN ACTION LEAGUE, INC.

911 East Main Street Rochester, NY 14605-2722

Hilda Rosario Escher
President &
Chief Executive Officer

JOB ANNOUNCEMENT

POSITION: Maintenance Specialist
PROGRAM: Ibero-American Development Corporation
SALARY: 20,000 - 25,000

SPECIFIC REQUIREMENTS ARE:

- Able to communicate in English & Spanish
- Have a valid New York State drivers license and transportation
- Have a clean police record
- Minimum of two years experience in building maintenance / repairs
- Able to perform repairs and building renovations as requested
- Physically able to carry and lift equipment
- Able to work independently
- Able to read and follow written instructions
- Able to supervise others
- Able to complete daily paperwork required

DUTIES:

- Complete emergency and non-emergency repairs within 24 hours after receipt
- Complete special projects on schedule
- Respond to special requests for pick-up and delivery of supplies and equipment
- Purchase materials needed to complete work
- Monitor performance of regularly scheduled maintenance activities such as repairs and maintenance of heating systems , rug cleaning, snow plowing, landscaping, pest extermination and supervise renovations at Ibero properties.
- Maintain contact and line of communication with staff member and /or residents located at each site
- Meet with supervisor daily to discuss work schedule and needs
- Oversee placements assigned to the agency from other agencies
- Maintain inventory of maintenance tools and equipment
- Monitor the use and maintain agency owned equipment in good working order
- Be on call during non-working hours to receive emergency calls related to break-ins, fire alarms, or emergency repairs

DEADLINE: March 19, 2010

RESUME TO: Maria Suben
Ibero-American Development Corp.
954 Clifford Avenue
Rochester, NY 14621



Community Partner

Phone (585) 256-8900
Fax (585) 256-0120

E-mail: information@iaal.org
Website: www.iaal.org