

East Missouri Action Agency, Inc.
403 Parkway Drive, Post Office Box 308
Park Hills, Missouri 63601
A Community Action Agency.

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 5/18/2021 DEPARTMENT: Community Services

POSITION TITLE: Building Maintenance Technician PROGRAM: Community Services

POSITION SUMMARY: Position requires general preventative care & maintenance of agency equipment and property along with upkeep of grounds. This will include performing daily cleaning duties to both the interior and exterior of the building. Employee will construct, install, & move furnishings, equipment & supplies in order to minimize the need of employing outside vendors.

ADVERTISE TO: Public Agency Banked Both STATUS: Exempt Non-Exempt

LOCATION: Park Hills

GRADE LEVEL / STEP: Grade 4 Step 7 AMOUNT: \$12.20

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday -Thursday 7:30am-5pm

QUALIFICATIONS: Must possess a High school Diploma or GED and have a valid Missouri Chauffeur's License and be able to lift 75lbs.

TARGET DATE FOR EMPLOYMENT: Immediate

APPLICATION PERIOD DEADLINE: Until Filled

BENEFITS:

SUPERVISOR'S NAME: Shanna Yount

PERSON MAKING REQUEST: Shanna Yount

Nicole Hahn 7/7/21 Disapproved
Program Director's Signature Date Approved

Keri McCroskey 7/7/2021 Disapproved
Executive Director's Signature Date Approved

APPLY TO:
East Missouri Action Agency, Inc.
Human Resource Department
P.O. Box 308, 403 Parkway Drive
Park Hills, MO 63601
573-431-5191

Interviews will be held with leading candidates by appointment.