507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Menominee-Delta-Schoolcraft Community Action Agency is currently accepting applications for the following position:

Job Title: Facilities Maintenance Technician
Position Type: hourly, non-exempt
Hours: Full-time 40 hours a week
Location: Menominee Administration Office

Pay Range:$21.92 – $23.05

Benefits: Benefits include paid time off; 403(b) retirement plan; health, dental, vision and life insurances; and access to our Employee Assistance Program.

Job Summary: This position performs routine upkeep and repairs, identifies safety and maintenance concerns, and coordinates work that requires a licensed contractor or expertise beyond the position's knowledge and abilities.

Qualifications:

- High school diploma or equivalent required.
- Experience performing building maintenance, general repairs, and grounds work preferred.
- Experience maintaining facilities with public spaces, offices, or commercial kitchens preferred.
- Ability to assess maintenance needs, prioritize work, and complete repairs safely and independently within the scope of training and experience.
- Good communication, organization, and recordkeeping skills; basic computer skills.
- Must submit to a criminal background check.

How to Apply: A full job description can be found on our website (www.mdscaa.org/job-board).

Applications can be completed using the following link: https://pdf.ac/uu1ZH6HJ

A paper application can also be picked up at any of our centers and sent to MDSCAA, Attention: Human Resources, 507 1st Ave N, Escanaba, MI 49829 ***OR*** emailed to hr@mdscaa.org.

This position will remain posted until filled.

Menominee-Delta-Schoolcraft Community Action Agency provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, height, weight, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

Job Title: Facilities Maintenance Technician
Program: Administration
Location: Menominee County
Classification: Non-exempt, hourly

Revised: 10/2026
Reports To: Senior Center Administrator
Supervises: None

POSITION OVERVIEW

The Facilities Maintenance Technician maintains the Agency's buildings and grounds throughout Menominee County. This position performs routine upkeep and repairs, identifies safety and maintenance concerns, and coordinates work that requires a licensed contractor or expertise beyond the position's knowledge and abilities.

EDUCATION & EXPERIENCE

- High school diploma or equivalent required.
- Experience performing building maintenance, general repairs, and grounds work preferred.
- Experience maintaining facilities with public spaces, offices, or commercial kitchens preferred.

REQUIRED SKILLS/ABILITIES

- Ability to assess maintenance needs, prioritize work, and complete repairs safely and independently within the scope of training and experience.
- Working knowledge of basic building systems, hand/power tools, and basic ground equipment.
- Ability to recognize when a repair requires a qualified contractor or specialized knowledge and promptly notify the supervisor.
- Good communication, organization, and recordkeeping skills; basic computer skills.
- Ability to work respectfully around clients, kitchen staff, visitors, and employees while maintaining confidentiality.
- Must submit to a criminal background check.

DUTIES/RESPONSIBILITIES

- Inspect and maintain Agency building and grounds throughout the Community Action Center, including entrances, walkways, and parking areas. Address routine needs and report larger concerns to the supervisor.
- Receive work orders from the supervisor, discuss priorities and timing with them, and complete assigned work independently. Keep the supervisor informed of progress, delays, and issues that affect the work.
- Perform general repairs and preventive maintenance within the position's skills, including minor carpentry, painting, fixtures, doors, and basic plumbing or electrical tasks that do not require a license.
- Maintain outdoor areas through mowing, trimming, seasonal cleanup, and snow and ice removal from entrances and walkways.
- Coordinate maintenance work with staff to minimize disruption to Agency services.
- Conduct and document routine checks of fire extinguishers, AEDs, smoke detectors, carbon monoxide detectors, emergency lighting, exit signs, and other safety equipment at the Menominee center. Monitor expiration dates and required inspection or service schedules, promptly report deficiencies to the supervisor, and coordinate approved maintenance, replacement, or inspections by qualified

professionals as needed.
- Monitor kitchen equipment and building systems for problems, perform appropriate routine upkeep, and notify the supervisor when qualified service is needed.
- Identify and promptly report safety, fire, accessibility, or building concerns. Assist with inspections, safety checks, and corrective actions as directed.
- Consult with the supervisor when work requires a contractor, permit, license, or expertise beyond the position's abilities. Assist with obtaining quotes and coordinating approved contractor work.
- Maintain tools, equipment, and supplies. Purchase materials in accordance with Agency procedures and approved budgets.
- Keep records of work orders, completed work, inspections, supplies, and contractor services. Communicate work status and costs to the supervisor.
- Follow Agency safety procedures, use appropriate protective equipment, and maintain clean, safe work areas.
- Participate in required staff training and meetings, and comply with Agency policies and procedures.
- Perform other related duties as assigned.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Work is performed indoors and outdoors at Agency locations, including during inclement weather.
- Travel between Agency locations is required and may involve prolonged periods of driving and hazardous road conditions.
- The position requires standing, walking, climbing, balancing, bending, kneeling, reaching, pushing, pulling, and lifting while performing maintenance and grounds work.
- Must be able to exert up to 50 pounds of force occasionally and use maintenance tools and grounds equipment safely.
- May work near kitchen operations, cleaning products, and mechanical equipment while following Agency safety procedures.

This job description is not designed to cover or contain a comprehensive listing of job duties or responsibilities. Duties may be changed at any time with or without notice.