



Human Resources

196 Cesar E. Chavez Avenue

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

MAINTENANCE ASSISTANT

Division: Finance

Supervisor: Facilities and Maintenance Attendant

Qualifications:

1. High School Diploma or equivalent required.
2. One year of facilities maintenance experience preferred.
3. Ability to plan and schedule work load independently required; ability to carry out responsibilities with little direction required.
4. Valid Driver's License.

Job Mission:

To clean all space on the first three floors at the main office in Pontiac on a daily basis.

Performance Standards:

1. Ensure that all space on the first three floors is cleaned daily to include vacuuming, dusting and cleaning of all bathrooms.
2. Carry out other duties as directed by the Facilities and Maintenance Attendant.

Hours & Wage:

\$9.39 per hour

29 hours, 52 weeks per year

Location;

Pontiac, MI