



POSITION OPENINGS – September 6, 2017

To apply for positions, please send a completed application (found on the homepage of our website, www.communityactionmidne.com) to: Community Action Partnership of Mid-NE, Human Resources, P.O. Box 2288, Kearney, NE 68848-2288. Applications may also be picked up or dropped off at 16 W 11th Street, Kearney, NE. Applications can also be submitted by fax or email. Fax to (308) 865-5681 or email ceurek@mnca.net. If you have any questions regarding the submission of an application, please call (308) 865-5675 and ask for Carrie. **Please note that if you would like to submit the application from our website by clicking the submit button, you must use Internet Explorer as your browser. Other internet browsers will not work. An email confirmation from ceurek@mnca.net will be sent if your application was successfully submitted and received.** The confirmation email may take a few hours; if you have not received anything after 24 hours, please contact HR.

*** All successful applicants must pass a pre-employment drug test and criminal background check as required by agency policy.**

*** Community Action Partnership of Mid-NE requires a High School Diploma or GED as the minimum educational requirement for all positions.**

Position: Maintenance Coordinator - Kearney

Applications accepted until September 19, 2017.

Responsibilities: Individual will be responsible for:

- **Providing preventative maintenance** and conducting repairs on Agency buildings.
- *Conducting inspections and performing repairs* on Agency rental units.
- Developing and maintaining a network of contractors to provide professional services to facilities.
- *Processing payments to vendors* for materials and services.
- **Coordination of the agency's vehicle cost pool (VCP)** program that includes licensing of agency vehicles, scheduling oil changes and any necessary repairs.

Individual must have *general maintenance and repair experience*, knowledge of construction and building infrastructure (plumbing, electrical), **strong** organizational skills, good oral and written communication skills and a valid Nebraska driver's license and good driving record. **No evenings, weekends or holidays!**

Pay and Benefits: Position is full-time, 40 hours a week, Monday-Friday. Starting wage is \$14-\$15 an hour. Benefits include: paid holidays, benefit dollars (must be used towards one or more of the four options available from the agency), PTO, short term disability insurance, and Employee Assistance Program. Individuals are eligible for benefits from date of hire, there is no waiting period.

For more information call (308) 865-5675 and ask for Jackie.
