



Maintenance Coordinator (FT)

Full-time, non-exempt
\$12.00 - \$15.00/hr.

The Maintenance Coordinator is responsible for all upkeep, maintenance, and service functions for the facility, grounds, and vehicles owned by Verner

and in accordance with lease terms for properties rented by the organization. Responsibilities include receiving and responding to requests for repair and maintenance work in a timely manner, basic building repairs and upgrades, landscaping, acting as liaison for Verner with all contractors and vendors bidding and completing work on site, painting, and routine vehicle maintenance. The Maintenance Coordinator should have basic skills in many trades, and know when and how to contract for the rest.

Qualified candidates will have high school diploma or equivalency, an understanding of general maintenance, plumbing, wiring and basic construction, be able to lift and carry up to 70 lbs., with or without reasonable accommodation and possess valid NC Driver's License. The Maintenance Coordinator should have a friendly and cooperative demeanor and display patience with peers. Must be comfortable working around small children. Work hours may vary.

<https://www.vernerearlylearning.org/employment-opportunities.html>

All permanent full-time Verner positions offer a competitive benefits package including voluntary medical/dental/matching 403b, life ins., PTO, Holiday pay, CEU's, and more! Verner is an EEO employer.