



**The Community Action Organization of Erie County, Inc.**

■ Buffalo, New York 14209 ■ (716) 881-5150 ■ Fax (716) 881-2927

**Funding Sources:**

*U.S. Dept. of H.H.S.  
N.Y. State Dept. of State  
County of Erie  
City of Buffalo*

**MARCH 11, 2010**

**JOB NOTICE**

**IN-HOUSE/PUBLIC**

**The following position is available in our CAO Head Start Program located throughout Erie County, Inc.**

**POSITION:**

**MAINTENANCE SUPERVISOR**

**DUTIES:**

Coordinate and maintain health and safety conditions in and around all centers, conduct monthly health and safety checklists, attend required meetings and trainings. Maintain inventory on equipment, such as tools. Work with landlords to maintain the heating systems. Supervises repairs & maintenance work requiring handyman abilities including; painting, simple carpentry, and plumbing. Report any serious maintenance and repair needs to Operation Manager. Supervises, all cleaning/housekeeping efforts including staff supervision.

**QUALIFICATIONS:**

High School Diploma or GED. Experience in janitorial work; ability to learn handyman skills that would involve carpentry and plumbing. New York State driver's license is required.

**SALARY:**

\$9.00 - \$12.00 per hour

Applications, resumes, will be accepted at CAO HR Department, 70 Harvard Place, Buffalo 14209 up to and including March 26, 2010 or email to

**[caohr@roadrunner.com](mailto:caohr@roadrunner.com)**

**JOB POSTING # 101**

**NO PHONE CALLS PLEASE.**