

**NORTH CENTRAL BEHAVIORAL HEALTH SYSTEMS, INC.**

**POSITION DESCRIPTION**

**POSITION:** Part-Time Maintenance Technician/Van Driver  
**DEPARTMENT:** Support/Operating Services  
**IMMEDIATE SUPERVISOR:** Manager of Support Services  
**STATUS:** Non Exempt  
**LOCATION:** Ottawa/LaSalle  
**HOURS:** Part-time (20 hours/week) M-F – Maintenance A.M./Van Driver TBA  
**START DATE:** Immediate

Part-time (20 hrs.) backup van driver/maintenance technician to trouble shoot and perform routine repairs and general maintenance of facilities and equipment, including minor electrical, carpentry, plumbing and preventative life safety work in the Ottawa office. Provide transportation for individuals attending IOP in LaSalle using the agency van. Successful candidate will have a high school diploma or equivalent and minimum of 3-5 years of related experience; knowledge and ability to use various power and hand tools; able to follow verbal and written instructions and communicate effectively in both written and oral form; ability to work independently as well as work well with others; ability to work a flexible schedule if needed to accommodate identified needs. Basic understanding of email a plus. Valid IL driver's license and current auto insurance required. Reports to the Manager of Support Services.

**If you are interested in this position, please send application/resume to: [hr@ncbhs.org](mailto:hr@ncbhs.org) or mail to NCBHS, PO Box 1488, LaSalle, IL 61301**