

POSITION DESCRIPTION
HOPEWELL CENTER

POSITION: Maintenance Assistant
DIVISION: Maintenance
JOB CATEGORY: (LTC2)

DATE WRITTEN: April 1993 STATUS: Full-time
DATE REVISED: May 2016 FLSA STATUS: Non-Exempt

Incumbent serves as Maintenance Assistant for the Hopewell Center, responsible for maintaining, cleaning, and sanitizing all buildings and keeping outside areas clean and safe.

DUTIES:

Performs minor repairs on plumbing and 110v electrical.

Conducts routine HVAC maintenance and maintains inventory of necessary filters.

Follows predetermined work schedule, receiving direction from supervisor; assures that all designated work is completed in a timely manner.

Assists Maintenance Coordinator in monitoring and assisting outside contractors.

Cleans floors, sweeping and mopping tile floor, and vacuuming and shampooing carpets throughout assigned buildings, as required.

Collects and removes trash from bathrooms, hallways, work areas, and offices.

Operates forklift to move dumpster to pick-up location, and returns to proper area.

Cleans and sanitizes assigned bathrooms, including cleaning sinks, commodes and baseboards, polishing chrome, filling toiletries, wiping down counter tops, mirrors and doors, checking and filling soap and sanitary dispensers, and sweeping and mopping floors.

Cleans windows and frames, washes walls, doors and furniture, as appropriate.

Checks exit lights through all assigned buildings, changes bulbs when needed.

Cleans, washes, and uses chrome cleaner on all drinking fountains.

Performs various outdoor maintenance duties, including snow and ice removal, cutting grass, pulling weeds, picking-up trash, clean outside doors and windows, and trimming grass, and trees around buildings.

Occasionally operates tractor and/or pickup truck for the purpose of grounds maintenance and snow removal.

Occasionally delivers/picks-up vehicles which require maintenance.

Occasionally performs various miscellaneous duties such as moving refrigerators and other heavy objects, painting, puttying walls, and defrosting and cleaning the inside of refrigerators.

Performs related duties as assigned, assuring the best interest of both the agency and the clients' welfare.

I. SKILLS AND KNOWLEDGE

Working knowledge of vehicle operations to include pickup truck with snow plow, fork lift, freight truck, and tractor and mower deck.

Ability to diagnose and conduct minor repairs.

Working knowledge of basic cleaning and sanitation requirements for assigned area of responsibility, with ability to apply appropriate procedures to routine and recurring assignments accordingly.

Ability to physically perform janitorial duties and operate related tools and equipment, such as mops, lawn mowers, weed eaters, vacuum cleaners, wet-vac, electric carpet shampooer, forklift, strippers, buffers, power washer, and blower.

Ability to follow verbal instructions and perform duties under minimal supervision.

Knowledge of the variety and uses of cleaning and sanitizing agents. Ability to comprehend operating instructions.

Ability to follow all personnel policies and rules of the organization.

Ability to effectively communicate with co-workers and clients, with ability to provide only necessary assistance to client.

Previous knowledge and/or experience with developmentally disabled individuals preferred.

Knowledge of basic handyman skillsets and the ability to make appropriate decisions regarding those skillsets.

Possession of a valid Driver's License and a demonstrated safe driving record.

Knowledge of basic tools and the ability to use the tools under minimal to zero supervision.

II. RESPONSIBILITY

Incumbent performs various maintenance and janitorial duties, with priorities determined by Supervisor. Incumbent maintains responsibility for assigned areas, exercising care and skill to assure accurate completion of duties. Work is periodically reviewed, by Supervisor, upon the completion of specific duties for compliance with instructions/guidelines.

Incumbent reports directly to Maintenance Coordinator.

Has ability to make basic work related decisions with minimal to zero supervision.

III. PHYSICAL EFFORT

Incumbent lifts moderate to heavy equipment and materials, performing duties in a non-sitting position requiring walking bending, stooping, reaching and operation of various hand tools and small equipment. Physical effort is

generally prolonged and frequent. Incumbent periodically operates motor vehicle to retrieve vehicles in need of repair.

IV. WORKING CONDITIONS:

Incumbent performs duties in standard office buildings and outdoors and may be periodically exposed to heights, moving parts, fumes, slippery surfaces, and inclement weather. Safety precautions must be followed at all times to avoid injury to self and others.

EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Maintenance Assistant describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Employee's Signature

Date

Current Supervisor: _____

Title: _____

POSITION: Maintenance Assistant

ORGANIZATION: Hopewell Center

DIVISION: Maintenance

STATUS: Full-time

FLSA STATUS: Non-Exempt

WORK SCHEDULE:

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS:

Follows assigned work schedule, assuring that all designated work is completed;

Cleans floors throughout assigned buildings, as required;

Collects and removes trash from bathrooms, hallways, work areas, and offices;

Operates forklift to move dumpster to pick-up location;

Cleans and sanitizes assigned bathrooms;

Cleans windows and frames, washes walls, doors and furniture, as appropriate;

Diagnoses and conducts minor repairs.

Changes lights in exit lights in assigned buildings;

Cleans all drinking fountains, as appropriate;

Performs various outdoor maintenance duties, such as shoveling snow, mowing, trimming grass and removing debris, as needed;

Periodically operates motor vehicle to retrieve vehicles in need of repair;

Performs related duties as assigned, assuring the best interest of both the agency and the clients' welfare.

Ability to make decisions with little to no supervision.

REQUIREMENTS:

Working knowledge of basic repair, cleaning and sanitation requirements for assigned area of responsibility;

Ability to physically perform janitorial and maintenance duties and operate related tools and equipment;

Ability to plan and layout work projects, determining tasks and developing work schedules to achieve desired goals;

Ability to follow verbal instructions and perform duties under minimal supervision;

Knowledge of the variety and uses of cleaning and sanitizing agents and comprehend operating instructions;

Ability to follow all personnel policies and rules of the organization;

Ability to effectively communicate with co-workers and clients with ability to provide assistance to clients;

Previous knowledge and/or experience with intellectually disabled individuals preferred;

Basic knowledge of general maintenance and the tools to complete tasks with little to no supervision.

LICENSE/CERTIFICATION NEEDED:

Possession of a valid Driver's License and a demonstrated safe driving record.