

MAINTENANCE WORKER
Reports to: Facilities Manager

Job # AS-10
Revised: 3/25/2020

Position Summary: Assist in the upkeep of the physical plant, campus property and equipment.

Duties and Responsibilities:

1. Complete tasks as assigned that assist with upkeep of the physical property, buildings and property equipment; tasks are assigned based on skill level and build on each crew members strengths; coaching and training / education of new skills is provided by the Facilities Manager to help grow and develop the entire crew;
2. Complete tasks as assigned related to the care and upkeep of the exterior grounds, including snow and ice removal. This includes working outdoors during snow storms and in other weather situations, and includes coming to work on scheduled days and early morning / late evening hours as called upon to assist with snow and ice removal;
3. Complete tasks as assigned that include cleaning interior spaces in common areas, residential houses and private offices across the entire campus / all programs;
4. Complete tasks related to agency vehicle upkeep, fueling, repairs within the scope of their skill level, sending out for professional work; assist with tasks related to inspections and cleaning vehicles as needed to assist other departments;
5. Assist with purchasing of supplies for repairs as well as cleaning and hygiene for residential programs; drive to stores and order online to obtain what is needed as directed by the Facilities Manager;
6. Assist with the cleaning and organization of the shop and other identified areas on campus;
7. Moving, lifting and carrying furniture and supplies throughout campus; assist departments with carrying and movement of large and / or heavy items such as boxes of shredding; moving interior contents of personal offices and/or youth belongings in residential programs; assist with the physical movement of all major agency re-structures and projects;
8. Maintain a set schedule, with willingness to adjust schedule for snow and ice removal, occasional volunteer work days, property emergencies (for example, a residential House needs to be moved immediately for major unexpected repair) and/or coverage of a colleague when needed;

9. Act as a role model on volunteer days, and assist volunteers in accomplishing their tasks (yard work, painting, staining, etc.);
10. Respond to Maintenance Slips, making requested repairs or completing requested tasks as assigned by the Facilities Manager;
11. Participate on Facilities On Call rotation if/as assigned;
12. Attend group supervision and any 1:1 supervisions per COA requirements.
13. Maintain a valid driver's license.
14. Complete all Standards of Excellence trainings.
15. Perform other tasks as assigned.

Qualifications: High School Diploma or GED required. Skill and experience with general maintenance tasks. Experience and/or training in carpentry, plumbing, painting and minor electrical work desirable.

