

POSITION DESCRIPTION



Title: Maintenance Worker

Department:

Facilities

Exemption Status:

Non-Exempt

Reports To:

Assistant Facilities Manager

Last Revised:

November 2021

Titles Reporting to Job:

Maintenance Worker

Last Reviewed:

November 2021

Position Summary:

This position is responsible for keeping building in clean and orderly condition and tending furnace, air conditioner, and boiler to provide heat, cool air and hot water by performing the following duties.

Essential Duties and Responsibilities:**Agency:**

1. Nurtures positive and collaborative working relationships with other Agency staff as well as outside providers.
2. Implements the Agency mission, philosophy, core values to direct daily work and decision-making adheres to agency policy.
3. Cultivates a professional and respectful work environment.
4. To be actively involved and knowledgeable of the Agency's Performance Quality Improvement process.
5. Approves time sheets and ensures compliance with Agency and funder guidelines.
Accountable for daily activities within the allowable activities approved by the Agency.

Essential Duties:

Include the following, other duties as assigned:

1. Responsible for cleanliness and maintenance of the building.
2. Maintains records of maintenance schedules to all mechanical systems.
3. Trouble shoots for any problems that may arise
4. Responsible for the compliance with all applicable codes.
5. At times may have to assist with the cleaning of buildings.
6. Regulates thermostats.
7. Maintains building, performing minor and routine painting, plumbing, electrical wiring and other related maintenance activities.
8. Notifies management concerning need for major repairs or additions to lighting, heating and ventilating equipment.
9. Assists in the cleaning of snow and debris from sidewalk, in the mowing of the lawn, trims shrubbery and cultivates flowers.
10. Inspects, assists, and evaluates use of space and facilities.
11. Analyzes building HVAC systems, computer network wiring, lighting and other factors.
12. Assists in the coordination of building space allocation, layout and communication services.
13. Oversees and directs maintenance personnel and workers engaged in equipment installation, facilities equipment repair and preventative maintenance.
14. Any other duties as assigned by the Facilities Manager and Assistant Facilities Manager.

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15. Attend departmental and staff meetings as directed or called. Perform specific tasks in accordance with daily work assignments. File complains/grievances with your supervisor.
16. Follow established safety precautions when performing tasks and when using equipment and supplies.
17. Report all hazardous conditions or equipment to the Maintenance/Housekeeping Supervisor.
18. Assure that equipment is cleaned and properly stored at the end of the shift. Keep supervisor informed of supply needs.
19. Reports equipment malfunctions or breakdowns to your supervisor as soon as possible.
20. Ensures supplies have been replenished in work areas as necessary.
21. Reports all unsafe/hazardous conditions, defective equipment, etc., to your supervisor immediately.
22. Assure that assigned work areas are maintained in a clean, safe and sanitary manner.
23. Assure that established infection control and universal precautions and practices are maintained when performing laundry procedures.
24. Follow established fire safety policies and procedures.
25. Dispose of refuse daily in accordance with our established sanitation procedures.
26. Keeps work/assignment areas free of hazardous objects, unnecessary equipment, supplies, etc.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills' testing. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform the essential functions. Must have building maintenance and housekeeping knowledge, supervisory skills and good communication skills.

Education/Experience:

Must have High School diploma or equivalent and at least three years of experience as a Maintenance Technician and/or Supervisor.

Language Skills:

Bilingual Preferred-Spanish.

Computer Literacy & Knowledge Skills Abilities:

Must be computer literate.

Mathematical Skills:

N/A

Operating Environment and Working Relationships:

Works collaboratively and routinely with staff.

Decision Making Authority:

Management-level position, exercises discretion, independent judgment in executing tasks.

People Management: Must have Supervisory skills.

Physical Demands:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to climb stairs and lift up to 50 lbs.

Other:

Required to have a personal cellphone, and be able to respond during working and non-working hours. Casa Central has a Personal Cellphone Usage Policy that includes a reimbursement amount.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this position description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____