

Maintenance

REPORTS TO: Director of Human Resources

FLSA STATUS: Non-exempt

JOB SUMMARY

The Maintenance worker is responsible for the repairs of all REACH buildings as needed in multiple locations. They will establish and maintain a preventative maintenance schedule. The areas of focus include (but not limited to) carpentry, heating and air conditioning, minor dry wall repairs, painting, and maintaining a contact list for plumbing and electrical repairs. The Maintenance worker is in charge keeping up with the grounds. This includes snow removal, salting and sanding, lawn care, and landscaping. They also ensure REACH vehicles are in good operating condition and schedule for maintenance service as needed.

QUALIFICATIONS

- Must have knowledge in maintaining buildings and facilities.
- Must be able to climb ladders and occasionally lift up to 75 pounds.
- Must be able to read and understand blueprints, safety warnings, and repair manuals.

RESPONSIBILITIES

- Diagnose Mechanical Problems and determine how to correct them.
- Check Blueprints, repair manuals, or part catalogs as necessary.
- Inspect, operate, or test machinery and equipment to diagnose malfunctions.
- Order parts, supplies, or equipment from catalogs or suppliers.
- Provide grounds keeping services such as landscaping and snow removal.
- Schedule necessary work outside of normal business hours to avoid conflict with clients.

KNOWLEDGE/SKILLS/ABILITIES

- Great Communication skills, verbal and written.
- Ability to work with others effectively.
- Be reliable and dependable.
- Ability to resolve conflict.
- Know how to budget time.
- Ability to think critically.

PHYSICAL REQUIREMENTS

- Frequent sitting, standing, bending, walking, and reaching.
- Occasional lifting and carrying of 25lbs to 75lbs.