



Maintenance

Reports to Maintenance Supervisor

General Function:

To perform a variety of general and preventive building and grounds maintenance. Ensures facilities and grounds are kept clean and attractive. Maintains daily, vendor, inspection logs for maintenance and repair.

Skills/Qualifications:

- Two (2) years experience in building/grounds maintenance
- Experience in a building trade (electrical, plumbing, carpentry)
- Experience with power tools and machinery
- Valid Driver's License
- Ability to work independently and with minimum supervision
- Heavy lifting, up to 50 pounds

Duties and Responsibilities:

- Ensures and works to prepare for building inspections
- Ensure cleanliness and waste management of all facilities
- Ensure daily janitorial and housekeeping routines for all facilities
- Repair and maintain exterior and grounds of facilities to include lawn and landscaping, snow removal, and salting for ice.
- Give support in office equipment repair
- Document all inspections and ensure records are updated
- Maintain established health center and department policies and procedures, objectives, quality assurance, environmental and infection control, and comply with codes and requirements of accreditation and regulatory agencies, to include waste management.
- Assist with incoming supplies and receiving
- Daily opening and unlocking of various sites as assigned by supervisor
- Availability for emergency maintenance repairs

Job Type: Full Time: \$12.00 /hour