



313 Jefferson Ave
Toledo, OH 43604
419.720.7883 ext. 212

MAINTENANCE WORKER

Reports to Maintenance Supervisor

GENERAL FUNCTION:

This is a part-time position. Under general supervision of the Maintenance Supervisor, the Maintenance worker performs a variety of general and preventive building and grounds maintenance. Ensures facilities and grounds are kept clean and attractive. Maintains daily vendor and inspection logs for maintenance and repair.

DUTIES:

- 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
- Other duties as assigned

ATTENDANCE:

- Regular physical attendance at the worksite(s) is an essential function of this position as client interaction cannot be performed remotely.

QUALIFICATIONS:

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