

JOB DESCRIPTION
FOR
MAINTENANCE SPECIALIST

REPORTS TO: Facilities Manager

GENERAL REQUIREMENTS:

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 enable individuals with disabilities to perform the essential functions.

- High school diploma or General Education Degree (GED) highly preferred, however, experience and consistent, relevant work history may be considered in lieu of either. Preference may be given to applicant with two years of college education and/or special certifications.
- Must have two years' experience in property maintenance area or a related field, including basic carpentry skills, electrical skills, and plumbing skills.
- Must be familiar with a variety of the field's concepts, practices, and procedures.
- Must physically be able to do heavy lifting.
- Knowledge of city ordinances, permits, and building codes, as they would apply to SLI facilities is preferred.
- Must be able to read and understand documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Must be able to write routine reports and correspondence.
- Must be able to add, subtract, multiply, and divide all units of measure.
- Valid Kansas driver's license and acceptable driving record.
- Reliable transportation between facilities of SLI is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

LEADERSHIP:

- Set appropriate example of standards for maintenance of all properties either owned or utilized by SLI.
- Set appropriate work examples for persons served and co-workers i.e. appropriate dress and hygiene, strong work ethic, being to work on time, treating co-workers and employer with respect.
- Ability to work independently, plan projects and see through completion.

CUSTOMER SERVICES:

- Understand and demonstrate the organization's mission, philosophy and code of ethics. Ability to support each person's needs, choices and participation in the community.
- Understand the disabilities of persons served and make recommendations for adaptive needs.
- Be alert to safety and maintenance needs and make repairs or recommendations.

- Assist persons served in understanding the workings of equipment or adaptive features in their environment.
- Maintain safe environments for persons served by meeting or exceeding required standards for licensing, accreditation, and insurance coverage; by adhering to all city, state and federal laws, codes and ordinances; and standards set by OSHA and the Department of Housing and Urban Development.
- Complete maintenance requests in a timely and friendly manner.

COMMUNICATION:

- Report necessary information to supervisor in a timely manner. Use all forms of communication such as written, e-mail, reports and personal contact.
- Understand instruction from supervisor and carry out instructions with minimal supervision. Contact supervisor when clarification is needed.
- Communicate information to team members and seek clarification when needed.
- Update departments on status of maintenance requests.

TEAMWORK AND COOPERATION:

- Work well with others. Demonstrate initiative, respect and courtesy for staff, persons served, supervisor and organization.
- Function as a member of the team as assigned. Provide necessary related information to the team.
- Seek assistance from other team members or staff persons when necessary to perform a task.
- Perform other functions as assigned by supervisor.
- Assist with SLI fundraising and special events as needed and requested by the Special Events and Marketing Manager with approval of supervisor.

POLICY AND PROCEDURE:

- Maintain confidentiality and safety for persons served.
- Provide services in accordance with SLI policies and procedures and within the standards for licensing and accreditation seeking clarification if needed.
- Follow procedures outlined for correct and accurate implementation and documentation of objectives

PUBLIC RELATIONS:

- Be presentable at all times, appropriately groomed, follow dress code appropriate for duties.
- Represent the organization in a professional manner when in public and dealing with parents, guardians, persons served, staff, and local businesses.
- Follow SLI code of ethics.

ATTENDANCE:

- Follow assigned work schedule and attend all required trainings and meetings. Notify supervisor of tardiness and absences as soon as possible prior to their shift, training, or meeting.
- Time off from set schedule must be submitted to supervisor in a timely manner.

Illness or emergency leave will be submitted when staff returns to work.

- Complete leave requests according to policy and do not abuse leave policy.
- Use time at work in an organized and productive manner.
- Will be required to work regular hours, and also must be flexible for unscheduled / emergency work and / or deviations in the agency needs.

EFFICIENCY AND ORGANIZATION:

- Maintain accurate records related to tasks performed. Complete and submit all reports, forms, and documents on a timely basis.
- Maintain safe, clean, organized, efficient work areas.
- Purchase equipment and supplies as necessary to complete objectives.
- Complete repair requests in a timely and accurate manner.

ADAPTABILITY AND FLEXIBILITY:

- Demonstrate ability to accept and comply with changes as they occur.
- Do not allow barriers to get in way of goal achievement.
- Handle stressful situations and changes with an even temperament and flexibility.

JOB SKILLS AND JUDGMENT:

- Repair of walls, doors, windows, and other minor structural needs, remodeling to meet adaptive needs, painting, floor installation and other minor carpentry needs.
- Repair of toilets, clogged drains, leaking drains, water faucets, shutoff valves and other minor plumbing needs.
- Repair of outlets and switches, installation of light fixtures and ceiling fans, and other minor electrical needs.
- Complete minor repairs to A/C and heating systems.
- Complete minor repairs to washers, dryers, dishwashers, microwaves, vacuums, and small appliances.
- Repair or assembly of tables, chairs, sofas, sleepers, beds, dressers, entertainment cabinets, etc.; moving furniture.
- Plant, fertilize, mow, edge, trim bushes and trees, and other lawn care needs; maintenance of lawn care equipment.
- Install smoke detectors, carbon monoxide, and fire extinguishers where needed; be alert to safety needs and make repairs or recommendations.
- Prepare specifications for contracted jobs, obtain bids and permits as needed, meet contractors at job sites, complete facility inspections, and other professional services.
- Complete minor vehicle repairs under direction of supervisor.

TRAININGS:

- Complete required orientation and training in a timely basis.
- Maintain continued training in field of maintenance.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit, use hands to finger, handle, or feel objects, tools, or controls. The employee must regularly lift and/or move up to 15 pounds, frequently lift and/or move up to 25 pounds. May be required to regularly lift up to 75 pounds. Successfully demonstrate ability to operate multiple types of vehicles

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

FULL TIME

NON-EXEMPT POSITION

HOURLY RANGE (\$10.50-\$14.50)

EEO-1 Code: Laborer

Employee review and date: _____