MAINTENANCE ASSISTANT

JOB QUALIFICATIONS

GENERAL CRITERIA
A self motivated individual interested in expanding maintenance skills. An individual who can work independently and has the ability and motivation to detect and solve problems.

EDUCATION:
Reading, writing and/or arithmetic skills to enable the employee to follow instructions, to complete forms or to read brief warranties, maintenance requirements, service agreements. A high school diploma is preferred but may not be required. Willingness to be trained and certified as needed.

EXPERIENCE:
Two years working on the job training in a maintenance shop or two years of experience with mechanical equipment, motors, pumps and equipment maintenance. A safe driving record.

PHYSICAL EFFORT:
Requires prolonged standing, walking or other constant physical movements on a regular basis; or requires working under these conditions with winter-summer outside temperatures. Frequent lifting of moderately heavy items (i.e. 20 - 40 lbs.), or climbing ladders, scaffolding. Requires some dexterity when using basic hand tools.

WORKING CONDITIONS

PHYSICAL ENVIRONMENT:
Time is devoted to outside landscaping, external and internal building and equipment maintenance. Constant or nearly constant exposure to very unpleasant conditions (extreme temperature, working in grease, dirt, water, high level noise, etc.), and frequent exposure to one or more possibilities of very serious injury or exposure to hazards which require extreme precautions.

SOCIAL/PSYCHOLOGICAL:
Flexible scheduling may be required due to weather conditions or program needs. Possible weekend and shift coverage may impose home and social life inconvenience.


**Maintenance Assistant – Section I**

1. Performs a variety of indoor duties such as maintenance, repairs, space cleaning, mopping, washing windows, trash removal, recycling, and at times, household and dietary functions as needed to support the guest experience.

2. Performs a variety of duties to maintain efficient operation of fireplace. Stocks wood and kindling for winter.

3. Stocks drinks and other supplies in designated areas.

4. Periodically inspect buildings, grounds and equipment to identify and perform preventative maintenance; track on annual maintenance calendar.

5. Perform miscellaneous painting, room set-ups, and cleaning gutters, drains, boiler areas, garages, kitchen, and other duties.

6. Perform snow removal duties including sanding and salting. Chops ice and opens storm drains.

7. Seasonally install and remove window AC units; clean heat vents. Replace filters, perform weather-stripping.


9. Track safety, equipment and vehicle maintenance and inspection requirements. Oversee inspection and maintain documentation from year to year.

10. Conducts maintenance of lawn equipment and summer furniture. Composts at all times and performs gardening and yard work.

11. Maintains and winterizes tools, shed, hoses, sprinklers, tractors and outdoor furniture, prepares for storage.

12. Perform errands, picks up supplies and performs a variety of other tasks to offer assistance to Administration and staff to ensure the mission of Genesis Spiritual Life Center.

13. Set up, break down, store, and troubleshoot issues with Audio-Visual equipment and WiFi.