



MAINTENANCE ASSOCIATE

Job Description

STAFF MEMBER:

POSITION: Maintenance Associate

JOB FAMILY: Facilities

POSITION TYPE: Full-time, hourly, non-exempt

PAY BAND: Hourly 1

REPORTS TO: Maintenance Coordinator

RESPONSIBILITIES/SUMMARY:

This position provides an effective and responsive service, by means of carrying out semi-skilled duties, that is fully compliant with all policies and procedures. Enabling Healing Transitions to provide a well-maintained, clean, physically safe, accessible and welcoming environment for participants, staff and visitors. This position was established for the purpose/s of providing maintenance services as needed and/or assigned; assisting in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools, materials and vehicles are maintained in good working order and are available at job site when needed.

COMPETENCIES:

1. Ethical conduct/practice
2. Thoroughness
3. Communication proficiency
4. Good computer skills in a Microsoft Windows environment
5. Personal effectiveness/credibility
6. Organizational and planning skills
7. Decision making
8. Attention to detail
9. Willing to take initiative

10. Reliable
11. Stress tolerance
12. Flexibility
13. Time management
14. Collaboration skills
15. Able to multitask
16. Leadership
17. Able to delegate effectively and efficiently
18. Technical and mechanical capability
19. Problem solving/analysis

ESSENTIAL FUNCTIONS:

1. Managing, assisting and delegating a participant based work crew;
2. Hands-on preventive maintenance, upkeep of buildings;
3. Maintaining equipment for both our women's and men's campus;
4. Office duties include but are not limited to ordering supplies, maintaining time and production records and inventory;
5. Assisting with maintenance of fire and life safety equipment as required per policies and procedures;
6. Remain in compliance with all state, city and county inspections;
7. Skill set should include, but not limited to plumbing, electrical, HVAC, OSHA compliance, carpentry and grounds keeping;
8. Adhere to all policies of Healing Transitions;
9. Other duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE:

Completion of a High School Diploma or equivalent.

Preferred 3-5 years' experience in electrical, plumbing, HVAC and grounds keeping.

Ability to read and understand blueprints.

Valid driver's license-required for in town travel, between campuses and offsite meetings/seminars.

At least 6 months clean and/or sober and active in his/her own recovery preferred.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

WORKING ENVIRONMENT:

The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions to this job. This role routinely uses power tools and computers and works closely with all staff. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demand described here is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hand to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move more than 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

LANGUAGE SKILLS:

Must have the ability to read, analyze, and interpret common documents; the ability to respond to common inquiries or complaints from participants, staff or vendors; and the ability to effectively present information to top management and vendors. Ability to actively listen to participants.

TRAVEL:

This position will work between both campuses and requires little in town travel for offsite hardware stores/meetings/seminars etc...

APPROVAL SIGNATURES:

Staff Member

Date

Supervisor

Date

Executive Director

Date