



Position: Maintenance Associate - Buildings
Classification: Full-time, Staff Member, 52-Week
Supervisor: Facilities Coordinator
Supervises: None
Date Reviewed: February 22, 2016

Basic Function: Maintain all physical parts of the plant (electrical, plumbing, heating and cooling) and keep all systems functioning properly.

Responsibilities:

- Keep the interior of the physical plant in working order
- Maintain an inventory of supplies and equipment needed for the job
- Recommend to the Facilities Coordinator any repairs that need to be done in addition to the regular work
- Set up a schedule to work around activities in the area of concern
- Perform other tasks as assigned by the Facilities Coordinator

Qualifications

- Sufficient time to devote to the job
- A general knowledge of all skills associated with building maintenance.
- Experience in maintenance work or be a willing learner
- Good interpersonal and communication skills

The list of essential functions, as outlined, is intended to be representative of the tasks performed. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Approved by: David K Carpenter, Director of Human Resources; Harold Carpenter, Facilities Coordinator
Reviewed by: Administrative Committee (3/5/2016)
Replaces: None
References: None
