Maintenance Assistant

Job Description

Reports to: Maintenance Supervisor

JOB SUMMARY: The Maintenance Assistant is responsible for assisting the Maintenance Supervisor with the total maintenance and repair of the community including the building, plumbing, masonry, carpentry, painting, electrical, refrigeration, air conditioning, flooring and grounds. This includes duties pertaining to the preventive and responsive maintenance schedule.

PRIMARY RESPONSIBILITIES:

Building and Grounds Maintenance

1. Ensure the building(s) and grounds are in good repair and provide a safe and attractive environment for residents.
2. Assist with performing routine preventative maintenance. Maintain accurate and complete records repairs or equipment replacements.
3. Assist in performing floor work, i.e. carpet shampooing, waxing, etc.
4. Assist in performing routine inspections of the building and grounds to identify needed repairs. Check maintenance log daily for needed repairs.
5. Respond promptly to all requests for repairs or maintenance concerns from residents, family member, staff, and supervisor. Organize daily schedule with supervisor input.
6. Assist with resident move-ins and move-outs and preparing apartment for new renters.
7. Assist with setup and cleanup for special events.
8. Maintain outdoor grounds.
9. Assist with getting contract service or parts bids.

Maintenance of Systems

1. Assist in performing testing on the fire protection systems as required by NFPA 101, Life Safety Code and schedule regular inspections of all fire protection components.
2. Assist in performing testing on the resident and building security systems on a regularly scheduled basis.
3. Audit and replace light bulbs both in and outside of the community.
4. Test water temperatures to ensure compliance with code/regulation.
5. Conduct New staff orientation training on the building systems.

Maintenance Ordering and Inventory

1. Maintain and neatly organize all maintenance supply/equipment storage areas.

Regulatory Compliance and Sanitation

1. Ensure that all maintenance items are kept in a safe area to prevent injuries to residents, employees, or visitors.
2. Ensure proper removal and disposal of trash, recyclables, and biohazard.
3. Ensure fire drills and staff training are conducted per state rule.
4. Carry out other duties as assigned by supervisor.

QUALIFICATIONS/SPECIFICATIONS:

1. Genuine concern for and ability to work with the elderly.
2. Basic repair and maintenance skills.
3. Possess sufficient communication and language (orally and written) skills to perform job duties and communicate with residents, other staff, family members, etc., as needed.
4. Ability to work with superiors and within the parameters of corporate policies and procedures.
5. Ability to take direction and handle complaints graciously.

EDUCATION:
High school graduate or GED.

EXPERIENCE:
Minimum of one year experience as a handyman.

PHYSICAL JOB REQUIREMENTS:
In a typical eight hour day, employee will:
- Stand/walk frequently, punctuated by opportunities to set.
- Sit up to 1-2 hours at a time, punctuated by varying intervals to stand.
- Lift ≤10-25# ≤50# ≥80# ≥100#
- Carry ≤10-25# ≤50# ≥80# ≥100#
- Push/pull ≤10-25# ≤50# ≥80# ≥150# (resident wheelchair)
- Frequently kneels, bends, and reaches.
- Secure proper assistance for transferring and lifting of residents as needed (training required for this task)
- Performs squats on a frequent basis to reach below knee requiring ≥10# but ≤25#.
- Reaches on a constant basis while performing repair functions. May occasionally reach overhead requiring ≤25#, and below waist requiring ≤80#.
- Performs a twist or rotation frequently at the trunk, hips, knees and neck while performing duties requiring ≥10# but ≤25#.
- Vision-must be able to read clearly with or without corrective lenses.
- Hearing- Must be able to hear telephone, audible alarms, bells, and signals related to resident safety, with or without hearing devices.
- Speech/language- must have strong command of the English language sufficient to read and write and interpret environmental safety information.
- Bloodborne exposure category: Medium-Hepatitis B vaccine offered. Exposure tasks include: Cleaning blood spills.

Ageia Health Services is an equal opportunity employer. This means we do not discriminate in employment decisions on the basis of race, color, national origin, citizenship status, creed, religion, sex, age, marital status, disability, political ideology, veteran status, or any category protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation and training. We fully comply with our legal duty to provide reasonable accommodations to allow people with disabilities to apply for and perform their jobs. If you have a disability that would affect your ability to perform the essential functions of this job you must let us know prior to accepting the position and as soon as possible should change occur.

This job description may be changed to include new responsibilities and tasks or change existing ones as Ageia Health Services Management deems necessary.

EMPLOYEE ACKNOWLEDGEMENT:
I have read and I understand the job description in full for the position I am applying. I understand that my employment is at will and thereby understand that the company or I can terminate employment, with or without cause or advance notice.
I am able to fulfill the duties, responsibilities, and requirements of this position as outlined above.

_________________________________________________  _____________________
Applicant’s/Employee’s Signature                        Date

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