PART-TIME MAINTENANCE WORKER

JOB DESCRICTION

***Summary:***

The General Maintenance Worker will perform general maintenance and repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building systems.

***Duties/Responsibilities:***

* Inspects and identifies equipment or machines in need of repair.
* Troubleshoots issues to determine necessary repairs.
* Plans repair work using building blueprints or equipment manual as needed.
* Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
* Performs routine maintenance on building systems.
* Cleans and assists with upkeep of the facilities.
* Orders supplies and materials needed for repairs and maintenance.
* Performs other related duties as assigned.

***Required Skills/Abilities:***

* Ability to follow instructions from supervisors or other essential employees
* Knowledge of general carpentry and repair.
* Ability to use hand tools and power tools.
* Excellent organizational and time management skills.

***Education and Experience:***

* High school diploma or equivalent required.
* Related experience preferred.
* On-the-job training offered.

***Physical Requirements:***

* Prolonged periods standing and walking.
* Must be physically able to climb ladders, bend, or crawl into awkward spaces.
* Must be able to lift up to 50 pounds at a time.

***Additional Pre-Employment Requirements***:

 Valid Driver’s License

 Proof of Eligibility to Work in the United States

 Basic Computer Literacy Skills

 Demonstration of proficiency in verbal and written communication in Engliosh

**All candidates for hire must complete a driving record and criminal background evaluation.**