# Job Description

<table>
<thead>
<tr>
<th>Title</th>
<th>Maintenance Staff</th>
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<tbody>
<tr>
<td>Department</td>
<td>Maintenance</td>
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<tr>
<td>Manager</td>
<td>Maintenance Manager</td>
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<thead>
<tr>
<th>Prepared by</th>
<th>Bradley Perkins, General Manager</th>
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<tr>
<td>Date prepared</td>
<td>December 12, 2019</td>
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## Description

### Summary
- Under general supervision of Maintenance Manager, performs a variety of work in the general maintenance and repair of apartments, office facilities, St. Vincent Store, grounds and equipment.

### Primary Responsibilities
- **General Maintenance:**
  - respond to service requests
  - reports and respond to emergency-calls for custodial assistance
  - maintenance and repairs to rental housing units
  - inspections of rental housing units for needed services and repairs
  - emergency and regular repairs and coordinate repairs to buildings
  - fire protection systems and equipment.
  - maintenance and repairs to structural, mechanical and electrical systems
  - maintenance and repairs of boilers, heating and ventilation systems, pumps weather stripping
  - maintenance and repairs of building interiors and exteriors
  - maintenance and repairs of finishing, ceilings, flooring and roofing
  - maintenance and repairs to appliances including stoves, refrigerators and washing machines
  - handle routine maintenance repair, including:
    - garbage disposal stoppage/repairs
    - faucet leaks/washer replacement
    - stove burner replacement
    - painting (interior and exterior)
    - replace light bulbs in common areas, rooms and apartments
    - assist the maintenance team in getting units ready for rent
- **Grounds Maintenance,** including:
  - clean stairs, decks, sidewalks weeding
  - aerating and fertilizing lawns replace plants as needed
  - trims tree branches that create hazardous situations
  - replaces outside bulbs in lighting fixtures which requires climbing a ladder clean garbage and debris on grounds
Other Requirements

- Minimum GED diploma or equivalent or experience commensurate with requirements of the position and proven ability to read labels, instructions, etc.
- A valid Alaska Driver's License and ability to covered by St. Vincent de Paul Society insurance
- Can provide own hand and portable power tools (purchase assistance may be available)
- Legal residency and possession of documentation permitting employment
- Ability to pass a criminal and sex offender background check
- Ability to meet the criteria for employee honesty bonding

Notes

None.