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| Maintenance Job Description | |  |
| **Title**  Maintenance Staff | | |
| **Department**  Maintenance | **Manager**  Maintenance Manager | |
| **Prepared by**  Dave Ringle, Executive Director | **Date prepared**  May 7, 2021 | |
| **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   + maintenance and repairs to structural, mechanical and electrical systems   + maintenance and repairs of building interiors and exteriors including finishing, ceilings, flooring and roofing   + handle routine maintenance repair, including:     - garbage disposal stoppage/minor appliance repairs     - faucet leaks/ washer 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   + trims tree branches that create hazardous situations   + replaces outside bulbs in lighting fixtures which requires climbing a ladder clean garbage and debris on grounds   + snow removal/ clearance of sidewalk as needed moving furniture and other stuff   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 | | |
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