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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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