

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title: MAINTENANCE WORKER

General Description of Duties:

Responsible for performing a variety of tasks related to lawn care and general maintenance of equipment, grounds, and buildings. Non-exempt position.

Qualifications Required:

Knowledge, Skills, Abilities: Operation and maintenance of equipment; Lawn care; Work with limited supervision

Certification/License: Annual TB Skin Test; CPR/First Aid; Valid driver’s license or obtain within 90 days of employment; Van Training, Defensive Driving, Auto Insurance.

Education: High school graduate or equivalent.

Qualifications Preferred:

Experience: One year in related field.

Benefits:

Salary/Pay Scale:

Major Responsibilities and Duties:

- Be knowledgeable of lawn care and equipment, general maintenance activities, and facilities.
- Perform lawn care at all locations including trimming hedges, weeding flower beds, maintaining gardens, and fertilizing.
- Schedule routine servicing and perform minor repairs to lawn equipment.
- Prioritize and complete work orders.
- Perform minor repair work including carpentry, painting, plumbing, and electrical work as assigned.
- Complete heavy cleaning tasks including carpet shampooing and floor waxing and buffing.
- Assist with set-up and clean-up of various activities, unloading and storage of food products, and movement and storage of furnishings as needed.
- Responsible for appropriate inspection, use and maintenance of Personal Protective Equipment (PPE).
- Be available 24/7 on an “on-call” basis at all locations, as scheduled.
- Participate in training, in-services, conferences, and seminars as requested.
- Follow directions of supervisor, performing other duties as assigned.

Physical Requirements:

- Communication - English speaking
- Driving vehicles, Hearing
- Standing for 3-4 hours consecutively
- for driving
- Lifting up to 75 lbs.
- Pushing/pulling up to 75 lbs.
- Reaching overhead and in front of body
- Stooping, kneeling, bending, twisting, crouching
- Vision for driving and reading
- Walking for short distances
- Ability to operate machinery and equipment

Responsible to: Director of Maintenance/Facilities

Supervision of: N/A

Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Staff Signature

Supervisor Signature

Date

Date