

Crawford County Commission on Aging Job Description

Title

Maintenance Technician/Custodian

General Description

Responsible for the overall operation/repair of all facility equipment, building and grounds repair/maintenance along with daily janitorial service.

Essential Duties

Responsible for maintaining the facility and equipment in good repair, free from hazards such as those caused by electrical, plumbing, ventilation and heating and cooling systems. Establish maintenance schedules. Perform preventative maintenance as required.

Receive work orders for requested maintenance. Complete work orders in timely manner and document all assigned work.

Seek out bids for construction projects, maintenance endeavors, snow plowing, etc. Assist Director in interviewing contractors.

Coordinate larger repairs with contractors and oversee their work to maintain an attractive and safe building, inside and outside.

Order and maintain maintenance equipment and janitorial supplies. Ensure all restrooms are stocked. Adhere to procedures regarding cleaners or other hazardous materials and maintain SDS documentation.

Complete annual building inventory with oversight from Office Manager.

Change out light bulbs.

Paint and perform structural repair to masonry, woodwork, drywall and furnishings of the building.

Repair water leaks in kitchens and bathrooms including washing machine. Unplug floor drains, sink drains, toilets and other plumbing related matters as needed.

Monitor and replace smoke/carbon monoxide detectors and fire extinguishers. Check and maintain the emergency lighting throughout the building, including lighted exit signs. Supervise fire and safety programs and inspections.

Maintenance and monitor cleaning of hood ventilation system in kitchen.

Respond when necessary to the emergency alarm system for Walkin Cooler.

Monitor upkeep and replacement of all filter systems (water, air, furnace, softener).

Facilitate fire, tornado and other disaster drills as necessary to prepare staff and participants for emergencies and to satisfy the requirements. Maintain an emergency kit and AED for the facility.

Ensure the facility remains pest free.

Wash interior and exterior windows including door glass.

Maintain building grounds keeping all areas free from debris.

Provide general lawn maintenance which may include cutting the grass, picking up leaves, removing leaves from gutters and drains, installing and pruning landscaping, irrigation and fertilizing lawn. Assist Director with securing lawn/irrigation services as needed. Repair of facility grounds equipment including sharpening of blades, belt replacement, oil changes, spark plugs, cleanliness of sheds.

Shovel snow and salt as needed in parking lots. Monitoring snowplow service.

Responsible for daily cleaning/sanitizing of the building. Includes vacuuming, dusting, mopping, cleaning restrooms and drinking fountains, emptying trash and recycling and dusting. Clean up spills, soiled areas and other conditions as observed or directed. Clean carpets and upholstered furniture as necessary. Take recycling to the drop-off site.

Assist with retrieving storage items from barns/garages as needed; run errands as requested.

Unpacking and assembling equipment and furniture. Moving agency furniture as needed. Set up/clean up rooms for activities, programs and events.

Lead decorations volunteer team for decorating the building seasonally and special events.

Maintain, accurately compile and be accountable for required records and reports to be submitted on a timely basis.

Other Job Duties

Keep Director informed of progress or problems as they arise.

Observes safety and security procedures for the protection of employees, participants and volunteers.

Participate in meetings, workshops, conferences and training as directed.

Other duties as assigned by the Director.

Supervisory Duties

Volunteers assigned to position.

Supervision Received

Supervision given by the Director.

Minimum Qualifications

Any equivalent combination of education, training, or experience which demonstrates skills and abilities will be considered.

Experience and Training

Minimum of a high school graduate or equivalent is required. Two years experience and/or certification in commercial building maintenance.

Knowledge, Skills and Abilities

Physically able to lift up to 50 pounds, climb ladders and rooftops.

Position requires standing 90% or more of a workday.

Must wear protective clothing and gear when required including masks, ear protection, goggles and work gloves.

Ability to maintain good personal hygiene.

Knowledge of commercial equipment and operation.

Knowledge of confidentiality rules regarding to the protection of older adult's personal information.

Ability to prepare and maintain concise and complete records.

Ability to operate various computer programs including word processing, spreadsheets and the ability to do internet ordering.

Strong interpersonal communication skills, including listening.

Strong organizational and time management skills.

Ability to understand and follow verbal and written instructions.

Ability to communicate effectively and appropriately both verbally and in writing.

Ability to work independently, organizing and structuring own work.

Ability to exercise initiative.

Strong innovation skills which include resourcefulness and creativity.

Ability to perform duties thoroughly and accurately. Looks for ways to improve quality and efficiency. Willingness to accept constructive criticism to improve performance.

Commitment to a high standard of ethical behavior. Treats others with respect. Upholds organizational values of customer service, professionalism and positive attitude. Actively promote Agency mission, vision and values.

Problem solving ability; ability to use good judgment, courtesy and tact in interactions with others and in handling problems.

Ability to represent the agency in a professional manner.

Ability to maintain effective and harmonious relations with other employees and the public.

Maintains appropriate boundaries with clients and participants.

Ability to interact and work in a team effort in service delivery.

Tolerates pressure well in addition to accepting responsibility for own actions.

Ability to create a warm and inviting atmosphere to all participants of the Senior Center.

Ability to speak, write, read and understand English with proficiency.

Special Qualifications

Possession of a current Michigan Driver's license and access to an insured, reliable, personal vehicle for use.

Possession of CPR and First Aid certification or be willing to become certified.

Ability to pass a background review through the Michigan State Police ICHAT, Michigan Public Sex Offender Registry, the National Sex Offender Registry, Office of Inspector General Exclusions, Federal System for Award Management (SAM) and Michigan Licensing and Regulatory Affairs (LARA).

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job related instructions and to perform any other job related duties requested by management.

Requirements are representative of minimum levels of knowledge, skills and abilities. To perform the job successfully, the employee will possess the abilities to perform each duty proficiently.

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