Job Title: Maintenance Assistant	**Reports To:** Maintenance Supervisor
Job Classification:	
FLSA Status:	**Revised Date:** April 2024

GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Facility/Community and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the residents/tenants and staff members is the number one priority of their Facility/Community.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Assist with maintaining inventories of maintenance supplies/equipment and ensure that all equipment is functioning appropriately.
- Assist with maintaining a facility/community preventative maintenance program. This might include working with other department heads.
- Perform cleaning procedures related to the job task in accordance with facility/community policy.
- Perform waste disposal procedures in accordance with facility/community policy.
- Perform the general maintenance of the grounds and buildings, as assigned to you by your supervisor and in accordance with facility/community policy.
- Ability to follow oral and written directions.
- Demonstrate proper care of and use of janitorial equipment.
- Attend in-service meetings for maintenance staff – along with any other required in-services.
- Always follow Resident's/Tenant's Rights policies.
- Observe and comply with established infection control and universal precautions practices.
- Come to work in a clean, neat uniform and consistently present an appropriate appearance.
- Come to work as scheduled and consistently demonstrate dependability and responsibility.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.
- Accept and perform additional duties as assigned by your maintenance supervisor or Administrator/Executive Director in a cooperative manner.
- Comprehend and follow all OSHA, State, and Federal policies and regulations.
- Ability to perform various routine maintenance tasks utilizing painting, electrical, plumbing, carpentry, and mechanical skill as is appropriate.
- Perform floor maintenance related to the job in accordance with facility/community policies.
- Respond to maintenance emergencies during off hours.
- The sensory and communicative activities essential to the performance of this position include: feeling, hearing, seeing, smelling, speaking, reading, and writing.

EDUCATION & EXPERIENCE REQUIREMENTS

- A high school diploma or equivalent. Knowledge or training in general maintenance duties.

PHYSICAL REQUIREMENTS

- Ability to lift up to 50 pounds; 75-100 pounds or more with assistance. This position requires regular movements such as: balancing, climbing, crawling, crouching, fingering, grasping, kneeling, lifting, pulling, pushing, reaching, repetitive movement, standing, and stooping.
- An individual in this position may be exposed to: inside and outside environmental conditions, extreme cold (temperatures below 32˚ F for more than one (1) hour, physical, chemical, or respiratory hazards, and vibrating and/or repetitive movement.
- An individual in this position may be exposed to Bloodborne Pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

EQUAL EMPLOYMENT OPPORTUNITY

At your Facility/Community, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Facility/Community is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

_____

FACILITY/COMMUNITY NAME

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE DATE

_____

PRINT SUPERVISOR NAME