

JOB DESCRIPTION

JOB TITLE: **Maintenance Assistant**

STATUS: Full-Time (40 hours week), At Will, Non-Exempt

STATEMENT OF THE JOB:

Under the direct supervision of the Maintenance Supervisor, the **Maintenance Assistant** is responsible for the repair, maintenance and cleaning of residential homes, maintenance building and the administration building. Peppermint Ridge serves people with development disabilities in accordance with mandates of public law, state regulations and within agency operating plans.

DAILY RESPONSIBILITIES:

1. Immediately responds to the Maintenance Supervisor for daily responsibilities.
2. Completes daily maintenance work, repairs and cleaning in a timely manner.
3. Regularly reports to Maintenance Supervisor or lead staff in regards to progress toward completion of requested tasks.
4. Perform routine preventive maintenance tasks such as carpentry, painting, plumbing, electrical repairs to ensure the homes are properly maintained. Clean and repair home fixtures including lights, locks, windows, doors, screens, walls, floors, gutter and drains.
5. Assists in all minor and major plumbing areas such as valve repairs and replacements, pipe installation and repair, sprinkler systems, faucets and other items.
6. Assist in the repair, replacement or installation of most electrical fixtures, equipment or parts and changing light bulbs.
7. Assist in the repair or replacement of all electric motors as required.
8. Assist in the design, construction or repair of any basic wood projects including but not limited to, storage areas, cabinets and shelves.
9. Assist in the care and maintenance of all types of floors including the use of vacuums, shampoos and other floor care equipment.
10. Assist in the general landscaping and gardening requirements of homes such as lawn repair, seeding, feeding, water requirements and tree or shrubbery installation or removal.
11. Assist in preventive maintenance on all equipment as required.
12. Assist in moving furniture, equipment and miscellaneous items; must be able to lift 50 pounds with proper lifting techniques as bending at the knees.
13. Load and unload items into and out of truck and trailer beds.
14. Clean assigned areas, sweep, mop, vacuum, floor care and special event set-ups.
15. Assist in maintaining all required logs and other records.
16. Assist with other duties that are assigned.
17. Attends monthly in-service training as required.
18. May be required to have a valid California Driver's License and operate company owned vehicles to transport clients to day programs and community outings.
19. Reports employee on the job injuries/accidents, no matter how slight to your Maintenance Supervisor and Human Resources immediately.
20. Report Safety and Maintenance issues in the workplace to your Maintenance Supervisor.

ESSENTIAL REQUIREMENTS:

1. Must be willing to complete a personal background investigation conducted by the State of California and must meet California Community Care Licensing and Department of Health standards for employment according to Title 22 and 17.
2. Must possess basic knowledge of the English language written/verbal and computer operation.
3. Must be willing to complete a health screening physical examination that includes a drug and alcohol screen, TB screen, 50 lb. lift test and lumbar x-ray. Client Care and housekeeping requires lifting, pulling, tugging, twisting and bending at the knees.
4. Must be willing to work with a culturally integrated workplace and be willing to respect human differences based upon race, age, handicap, religion, sexual orientation, political persuasion, place of origin, color, or any other condition that distinguishes people from one another.
5. Must be willing to work in other facilities and shifts as needed. Able to work extra hours, or stay on shift during emergencies.
6. Must possess a valid California driver's license and driving record that meets the standards outlined in the Agency's Personnel Policy; Motor Vehicle Operating Standards. Must possess personal automobile insurance consistent with the standard outlined in the Agency's Personnel Policy; Motor Vehicle Operating Standards.
7. Must have knowledge and skill in basic building maintenance including plumbing, electrical, heating, air conditioning and janitor duties.
8. Must possess basic knowledge of building health and safety code.
9. Must have basic knowledge of the English Language and computer skills.

ACKNOWLEDGEMENTS AND EMPLOYMENT AGREEMENTS:

I hereby certify that I possess all of the “Essential Requirements” of the job outlined in the job description for the position of the **Maintenance Assistant** except as noted here:

None

Or please specify any exception:

I hereby certify that I am fully capable of completing all of the responsibilities documented within the job description and that I do not have a physical or mental disability that would require a special job accommodation or that would jeopardize the health and/or safety of my co-workers during the course of my employment in this position.

OR If an accommodation is required, please specify:

I hereby certify that I understand that this job description is not intended to be all-inclusive, and that I am expected and hereby agree to perform other job-related tasks properly assigned to me by my supervisor. I clearly understand and agree that the Agency has a legal right to revise or change this document in part or in total as business needs dictate. I understand and fully agree that this job description does not constitute a written or implied contract for employment and that my employment relationship with the Agency is “at-will” for an unspecified duration and may be terminated at any time by me or the Agency as specified by Section 2922 of the California Labor Code.

If hired as a non-regular employee (on-call) I understand that I am not guaranteed any number of hours per week, nor am I guaranteed any work at all. I am expected to be available to work the hours I have submitted that I am available and to come to work on time and leave at the scheduled time. The Agency will respect the limits of my availability and shall not punish me for not being available outside the hours of my stated availability. The Agency may stipulate I be available a minimum number of hours.

I also understand that the Agency schedules non-regular staff based on special circumstance need and reserves the right to match an employee to the specific special circumstance(s).

Print or Type Name: _____

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____