



Maintenance Assistant Job Description

Supervisor: Maintenance Supervisor

Position Summary: Assists the Maintenance Supervisor in implementing facility maintenance policies and procedures in an efficient, cost-effective manner to safely meet residents' needs in compliance with federal, state and local requirements.

Responsibilities:

- Ensure that the Friendship Home is in compliance with State & Federal regulations that effect the maintenance department.
- Promote & practice OSHA compliance.
- Follow all safety rules.
- Maintain a professional public image and attitude toward residents, visitors, and staff at all times.
- Work as a team with all facility staff.
- Maintain resident & facility confidentiality.
- Attend meetings as necessary.
- Investigate and follow-up on all work requisitions/orders received in a timely manner.
- Ensure facility sidewalks, parking lots, driveways, etc. are clean & dry to ensure the safety of residents, visitor, and staff.
- Ensure that snow removal is done in a timely fashion to ensure that injuries don't occur because of it.
- Ensure that yard work is completed in a professional manner (weeds pulled, trimming, etc.)
- Maintain equipment throughout the building operating in a safe and operable manner.
- Ensure wheelchairs, furniture, etc. are in good repair.
- Ensure proper lighting is present in facility. Change light bulbs as needed.
- Do painting, plumbing, electrical, heating, air conditioner and other repairs, as qualified to do.
- Install new windows and air conditioners as needed.

- Follow Residents' Rights policies at all times.
- Assume accountability for data contained in the employees' handbook.
- Any other duties as assigned by Maintenance Supervisor.

MONTHLY

- Inspect fire extinguishers and properly date when finished.
- Ensure all exit signs are working properly.
- Attend scheduled In-services.

Degree of Latitude

Reports to Maintenance Supervisor. Must be able to exercise a degree of independent judgement in assessing situations and determining appropriate actions.

Work Environment

Work may not always be conducted in clean, well-lit, heated and ventilated rooms. May involve infrequent exposure to communicable diseases and bio-hazards. May require participation in unpleasant resident activities. Physical demands require capability of bending, stooping, lifting various equipment and items, and pushing and pulling equipment.

Qualifications & Experience

Education: High school education & diploma

Experience: Construction, plumbing, and electrical experience preferred

Licenses, Certifications, or Registrations: none required

Special Knowledge or Skills: Interest in working with the elderly, patience, and ability to work well with others

Additional Desirable Qualifications: One to two years of maintenance experience