

Unique People Services Job Description

Job Title: Maintenance Assistant
Department: Crown Residence
Reports To: Maintenance Supervisor
FLSA Status: Non-Exempt
Prepared By: HR Director
Revised Date: 9-23-09

SUMMARY: Maintain the building's interior and entrances in a clean and safe manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Clean hallway, rooms, offices and communal on a regularly scheduled basis.
- Make minor repairs.
- Collect and bag garbage.
- Report all emergency situations to the maintenance supervisor; i.e. loss of heat, leaks, power outages.
- Participate in the moving of clients.
- Perform monthly safety inspections of resident's rooms.
- Ready residential rooms for occupancy.
- Paint and repair residential rooms when vacated, as necessary.
- Report all building/room damage to maintenance supervisor.
- Maintain all mandated building maintenance/fire safety certifications.
- Pick up and deliver residents linen/towels on a regularly scheduled basis.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. High School Diploma or GED with one year experience as a handyman and in residential cleaning. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands, stoop and kneel. Climbing stairs, lifting trash cans for the facility occupants, etc.

NOTE: This job description reflects management's assignment of essential and

secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

E-mail resumes: recruit@uniquepeopleservices.org with Word document attachments. Only applicants being considered for an interview will be contacted. Unique People Services is an Equal Opportunity Employer.