

## Unique People Services Job Description

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

**SUMMARY:** Ensure that the facility is maintained daily in a clean, safe, and healthy condition.

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

- Insuring that the bathrooms are kept clean, safe and stocked with appropriate supplies.
- Clean staff offices routinely.
- Light handy work and repair such as; changing light bulbs locks, etc.
- Some knowledge of electrical, plumbing and carpentry work.
- Washing and waxing floors.
- Emptying trash daily with appropriate storage and containment.
- Moving supplies or furniture as needed with and between program sites.
- Insuring the ongoing maintenance and cleanliness of office equipment, furniture, walls, doors, and etc.
- Insuring the ongoing maintenance and cleanliness of the exterior of the building including landscaping area.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. High School Diploma or GED Certificate.

Familiarity with basic hand tools and power equipment. Ability to use a floor polisher.

Knowledge of carpentry, plumbing, electricity and basic knowledge of floor care. Prior experiences with porter maintenance work preferred. Valid violation-free NY state driver license and ability to drive a van/station-wagon. Ability to use power tools, floor machines etc. Experience in working with people diagnosed with a mental illness. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.

My signature below indicates that I have reviewed and discussed the job Description with my Supervisor.

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EMPLOYEE

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SUPERVISOR

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DATE