



## JOB DESCRIPTION

**Position:** Maintenance Assistant/Driver – Agency-wide  
**Department:** Facilities and Maintenance Management  
**Reports to:** Facilities Maintenance Supervisor  
**Salary:** \$19.54 per hour/ \$40, 643.42  
**FLSA:** Non-Exempt  
**Prepared By:** HR Director  
**Prepare Date:** 2016  
**Revised Date:** 6/30/16

**SUMMARY:** This position provides overall building maintenance support for the Agency. Responsibilities will include making deliveries and transporting personnel (including maintenance staff).

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

- Execute assignments as directed by the Facilities & Maintenance Supervisor or Director.
- Handle maintenance duties for Agency-wide programs and offices, including cleaning the floors, removing trash and other related duties. Also serve as backup maintenance staff wherever needed or assigned.
- Make minor repairs (i.e., painting, cleaning) as assigned.
- Report all emergency situations to the Facilities & Maintenance Supervisor or Director (i.e., loss of heat, leaks, and power outages) immediately.
- Conduct on-line searches to fulfill needs for new apartments and housing opportunities and complete follow-up calls and site visits of same; reporting to Supervisor or Director of findings 3 times per week.
- As needed, transports Agency personnel and/or clients to scheduled appointments.
- Consolidate and reconcile gas receipts monthly for Agency vehicles.
- Maintain vehicle maintenance, cleaning and mileage records for all Agency vehicles.
- Conduct monthly, documented vehicle inspections.
- Attend mandated in-service training programs and meetings.
- Conduct on-line monthly search of violations on UPS buildings where apartments are leased; reporting monthly on findings.
- Additional responsibilities as deemed necessary and appropriate by the Facilities & Maintenance Supervisor or Director.

The current work hours for this position are **[8:30 am-5:00pm]** Monday-Friday. However, the work hours may be flexed or varied to accommodate needed coverage.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. High School Diploma or GED. 1 year experience as handyman preferred. Must have clean driving record, New York State class D license and ability to drive mini-vans, buses and trucks. Basic computer skills are a plus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

**DISCLAIMER:**

*This job description and specifications are not intended and should not be construed to be an exhaustive list of all essential responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current position of Shift Supervisor in this Agency's operation. Management reserves the right to revise the job or to require that other or different tasks be assigned.*

***My signature below indicates that I have received, reviewed and fully understand the job description for the Maintenance Assistant/Driver. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.***

\_\_\_\_\_  
**Print Employee Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

<b>Approved by:</b>	<i>Director, Human Resources</i>
<b>Date Created:</b>	<i>06-30-2016</i>
<b>Date Reviewed/Revised:</b>	
<b>Date Approved:</b>	