

JOB DESCRIPTION

TITLE: MAINTENANCE WORKER

LINES OF AUTHORITY: This position is supervised by the Business Manager.

POSITION SUMMARY: The primary task of the Maintenance Worker is to maintain the indoor and outdoor environment of the LCBHC properties, primarily the janitorial, landscaping and yard work. This position requires a responsible person who displays pleasant, professional courtesy during staff interactions and exhibits good maintenance and record keeping skills in order to complete the tasks with minimal supervision. Must be able to maintain client confidentiality, and exercise sound judgement in responding to requests for maintenance tasks.

PRINCIPLE DUTIES/RESPONSIBILITIES:

1. Keep the indoors environment of the LCBHC offices clean of trash, waste, litter, dirt, dust, and infection, including recycling duties.
2. Keep the indoors environment of the LCBHC offices safe and secure from all material hazards.
3. Assist with the maintenance of up-to-date inventory of housekeeping supplies and maintenance equipment.
4. Replace all burnt out light bulbs.
5. Refill all soap dispensers.
6. Replace all hand towel and tissue dispensers.
7. Wash all office windows, inside and outside, at least every six months.
9. Perform other miscellaneous duties and responsibilities as assigned by the CEO.
10. Keep the outdoors environment of the LCBHC properties clean of trash, waste, litter, debris, leaves, clippings, branches, dirt, etc.
11. Keep the outdoors environment of the LCBHC properties safe and secure from all material hazards, including ice and snow in the parking lot, driveway and sidewalk areas.
12. Maintenance of all groundskeeping supplies and equipment.
13. Keep the outdoors environment free of pests, such as wasp nests and ants.

14. Maintain landscaping by mowing, weed cutting, and irrigating.
15. Perform all owner maintenance tasks on LCBHC maintenance equipment.

PRIMARY CONTACTS:

Frequent interaction with administrative and clinical staff. No contact with clients.

POSITION REQUISITES:

Qualifications And Experience

Required:

- Valid Arizona drivers license.
- High School Diploma or GED.

Skills/Abilities

Required:

- Fluent in English both verbally and in writing.
- Literate.
- Able to prioritize own workload, expedite and organize flow of work.
- Able to safely operate outdoor maintenance equipment such as a lawn mower, weed eater, and torch. cleaner.

Preferred

- Knowledge of maintenance skills commonly used in groundskeeping.
- Effective time management skills.

WORKING CONDITIONS:

Physical Requirements

- Able to stand, bend, walk, reach and stretch for extended periods of time.
Able to lift up to 40 pounds.
- Able to hear ordinary conversation and phone communications.
- Visual capacity necessary to fulfill responsibilities of job.

Equipment Operation

- Able to operate common groundkeeping equipment and trouble shoot equipment problems.
- Able to operate multiple line phone system.
- Able to operate a motor vehicle.

Environmental Conditions

- Outdoors.

Accommodation(s)

- As appropriate and fiscally reasonable.

CONFIDENTIALITY LEVEL:

Except as permitted or required under federal and state privileged communication, confidentiality and labor laws, personnel of Little Colorado Behavioral Health Centers may not disclose any information about current or past clients, or any confidential information about current or past personnel, to anyone outside the agency without the person's prior written consent, and may not disclose this information to others within the agency except on a "need to know" basis.

Employee Date

Supervisor Date

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