



# JOB DESCRIPTION MAINTENANCE

**Overview:**

This position is responsible for making the premises safe and keeping it in good working order for residents, employees, and the public. The maintenance person must be knowledgeable in all areas of building maintenance and must be able to work independently and manage a budget. Hand tools are not provided with this position and must be supplied by the employee.

**Physical Requirements:**

This position demands good physical and mental health. Maintenance personnel will be required to lift, carry, walk, sit, push, pull and work a flexible schedule as well as to move continuously during work hours. The employee in this position must be able to lift and/or carry 50 to 75 pounds.

**Duties:**

- Maintain, repair, and service all facility equipment and furnishings as required.
- Must have valid Oklahoma driver's license.
- Must be able to read and understand technical and operations manuals, schematics, lay-outs, and blueprints when required.
- Must have a working knowledge of electrical and plumbing systems to the extent required.
- Must be on call and available in cases of emergency.
- Must perform monthly fire drills and other inspection systems.
- Must insure safe environment, including fire alarm system and interior and exterior passageways.
- Requires working in damp, wet, dusty, and dirty areas. Must be able to work with various cleaning solvents and chemicals. Employee will be responsible for proper disposal of trash, waste, and other disposable products in compliance with applicable government regulations.
- Insure all ladders, stairs, steps, etc., in safe condition.
- Insure all doors, windows, etc., are working properly.
- Paint and repair facilities, furnishings, etc., as necessary.
- Maintain control and proper repairs of all tools, machinery and equipment.
- Inspect and maintain fire alarms and equipment in proper operating condition.
- Insure all exits are properly marked and clear.
- Insure heating and air conditioning systems are functioning properly.
- Maintain laundry and kitchen equipment in proper operating condition.
- Insure outside grounds and buildings are maintained and kept neat, including lawn, shrubbery, flowers, walks, drives, etc.
- Insure all handrails, guardrails, etc., are in safe and proper condition.
- Periodically inspect, repair, and replace all defective electrical outlets, connectors, etc., as necessary.
- Responsible for pest control at individual facility.
- Insure that all flammable or toxic materials are properly labeled and stored in accordance with regulations.
- Must work with other employees and to be courteous in relationships with residents.
- Able to assume all other duties assigned by the administrator.

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Employee Signature