

Arc Greater Hudson Valley

POSITION DESCRIPTION

Program/Department: Maintenance

Date Approved:

Position: Maintenance Specialist

Approval Signature:

Reports to: Coordinator of Maintenance

Designation: Non-Exempt

Purpose of Position: To perform maintenance and repair services to the satisfaction of Programs/Departments as assigned by his/her supervisor.

Expectations: To present oneself in a professional manner at all times and be appropriately dressed for work. To promote and maintain a positive work atmosphere by behaving and communicating in a manner that gets along with the people we support, co-workers and management. Ability to demonstrate through action and relationships within the organization a commitment to teamwork and the agency mission

Responsibilities:

1. Follow all safety procedures and ensure those safety requirements and applicable licensing regulations are met while working in a safe manner.
2. Ensure Part 635 Regulations are understood and delegated Part 635 requirements are met.
3. Review and prioritize assigned work orders and follow up to complete assignment or communicate status to supervisor.
4. Perform Preventative Maintenance on facilities & equipment based on pre-determined schedules & auditory requirements
5. Obtain approval for all purchases utilizing centralized purchasing system.
6. Perform bathroom and kitchen remodeling including tile work.
7. Perform basic drywall installation, repair and taping
8. Replace windows, screens and doors.
9. Provide maintenance/repair in areas including but not limited to carpentry, plumbing and electric.
10. Perform HVAC basics.
11. Maintain vehicle used in daily activity.

12. Maintain inventory of tools and supplies on vehicle – if assigned and recommend additional purchases as necessary.
13. Assist in housekeeping duties as necessary.
14. Assist with loading and unloading as necessary.
15. Assist with escaping building in the case of a fire or emergency.
16. Perform any other related duties as assigned by supervisor.
17. Notifies supervisor immediately of any problems, i.e. accidents, reportable incidents, breakdowns
18. Complies with all Agency and Department policies and procedures
19. Attends and participates in agency in-services, training sessions, meetings, etc
20. Participates in snow removal activities
21. On-Call rotation required.

Maintain valid licenses {including driving license, as applicable}, certifications or any other credentials that are required or necessary to carry out the responsibilities upon and throughout employment.

Qualifications: A minimum of three (3) years demonstrated experience in a variety of maintenance related such as carpentry, taping, plumbing and electric required. Ability to work independently using good judgement and ability to interact as part of a larger team required. Excellent verbal and non-verbal communication skills, interpersonal skills and organization skills required.

Designation ☒ Driver ☐ Non Driver

The above is a general statement of the expectations and responsibilities of the position. Other expectations and responsibilities may be assigned as required by the program, department or agency.

I have reviewed and understand the expectations and responsibilities as outlined above

Print name _____

Signature _____ Date _____