Job Title: JD Maintenance Assistant - ALL LOCATIONS  
Department: Operations  
Reports To: HR/Facilities Supervisor Exempt  
FLSA Status:  

POSITION SUMMARY

Assesses, repairs, improves needs and provides a written or verbal report to the Facilities Supervisor regarding the scope of work and the necessary materials and/or equipment for completion. Oversee all day-to-day maintenance requests for all Consejo locations. This position will perform work at all Consejo sites as designated by Facilities Supervisor on either a schedule or as needed basis.

RESPONSIBILITY

Responsible for the performance of minor facility maintenance such as light plumbing, appliances, changing of light ballasts, and bulbs, minor carpentry, painting, cleaning and other minor repairs.

- Responsible for grounds maintenance to include sweeping, light landscaping and other minor work at all assigned sites.
- Report any issues or concerns to Facilities Supervisor.
- Reports major repairs to Facilities Supervisor.
- Assists in checking facilities for safety hazards and reports any deficiencies.
- Cleans snow and any hazard debris from entrances and sidewalks.
- Responsible for ensuring all windows and entrances/exits are secured at end of work shift.
- Assists Facilities Supervisor respond to alarms at facility as directed by administration.
- Responsible for interpreting and applying established safety rules, regulations and requirements.
- Responsible for moving of furniture and supplies as directed by Facilities Supervisor.
- Fulfill other duties as may be assigned to meet agency operation’s needs.
- Provide custodial services to satellite offices.
- Will serve as back up to housekeepers at all Consejo locations.
REQUIREMENTS

- High school diploma or its equivalent. A combination of education and experience will be accepted.
- A minimum of 6 months experience in maintenance processes to include carpentry and basic plumbing and electrical expertise.
- Proficiency in use of custodial, carpentry, plumbing, electrical, yard, and other maintenance tools/equipment.
- Lifting requirements up to 100 lbs.
- Proficient in speaking, reading and writing English. Spanish preferred.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other integrated behavioral health related documents. Ability to write clear, concise and accurate correspondence. Capable of establishing positive interpersonal relationships with a broad range of people. Effective oral and written communication skills.

OTHER SKILLS REQUIRED:

Ability to operate computer, printer, copy and fax machines, calculator, and other office equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move up to twenty pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

MENTAL DEMANDS:

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization may or may not exist. Ability to reason effectively and interpret a variety of instructions furnished in written, oral or diagram form.

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make
individual decisions when appropriate. Position does require ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.

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