

**ANNE GRADY CORPORATION**

JOB CLASSIFICATION: Community Property Maintenance Worker II  
DEPARTMENT: Operations  
TITLE OF POSITION: Community Property Maintenance Worker II  
IMMEDIATE SUPERVISOR: Facility Maintenance Manager  
NORMAL WORKING HOURS AND SCHEDULE: As Assigned

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**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

KNOWLEDGE, SKILLS, AND ABILITIES: 1) High school graduate or GED preferred; 2) Ability to understand, read, and write; 3) Ability to perform basic maintenance tasks; 4) Ability to perform basic plumbing skills; 5) Ability to perform basic servicing and repairs of heating/cooling units; 6) Ability to make minor automotive repairs and have general knowledge of auto maintenance; 7) Good driving record required; 8) Ability to perform basic carpentry skills; 9) Ability to repair small electrical appliances; 10) Ability to work independently and perform assigned tasks in a safe and timely manner; 11) Ability to work under adverse weather conditions; 12) Ability to push, pull, bend, sit, and stoop for extended periods of time; 13) Ability to lift 50 pounds.

**POSITION RESPONSIBILITIES**

1. Conducts routine inspections and preventative maintenance of buildings, equipment, and life safety systems at all Anne Grady facilities.
2. Perform, create and implement maintenance standards to serve as a guide to other property maintenance workers to prevent misuse of property equipment and systems.
3. Develop and maintain a good working relationship with contractors and vendors.
4. Develop and maintain open communication with property supervisors, staff and management.
5. Ensure properties are safe of hazardous potentials for their occupants, staff and visitors.
6. Troubleshoot and diagnosis of problems with appliances and facilitate repairs in a timely manner, carry out repairs on problems such as leaking sinks, clogged toilets, flooring, lighting, furniture, and structure.
7. Mentor and work well with other property maintenance workers and ensure they are properly acquainted with all of the required systems.

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- 8. Snow removal and grounds maintenance as needed.
- 9. Ability to work in adverse weather conditions.
- 10. On 24 hour emergency call as assigned. This may require working unscheduled hours and/or days off.
- 11. Works and cooperates with Department Managers and Directors, volunteers, staff, and other department staff and supervisors in a positive and professional manner, attends training sessions and meetings as required and assists with special projects.
- 12. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse or neglect.
- 13. Exemplifies Corporation philosophy and follows all policies and procedures.
- 14. Performs related responsibilities, activities, and duties as required.

List of positions directly supervise.  
If more than eight, list totals only.

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Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Department Director \_\_\_\_\_ Date \_\_\_\_\_