

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Maintenance Specialist

DEPARTMENT: Operations

TITLE OF POSITION: Maintenance Specialist

IMMEDIATE SUPERVISOR: Maintenance Working Supervisor

**NORMAL WORKING
HOURS AND SCHEDULE:** As Assigned

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) High school graduate or GED preferred; 2) Ability to understand, read, write and speak English; 3) Minimum of one (1) year experience in commercial cleaning equipment and power tools; 4) Ability to perform basic carpentry skills; 5) Ability to repair small electrical appliances; 6) General knowledge of auto maintenance; 7) Knowledge of fire alarm systems; 8) Ability to repair heating/cooling units; 9) Ability to work under adverse weather conditions; 10) Ability to work independently; 11) Ability to push, pull, bend, sit, and stoop for extended periods of time; 12) Ability to lift 50 pounds.

POSITION RESPONSIBILITIES

1. Performs carpentry repairs such as doors, locks, cabinets, chairs, desks, floors, walls, furniture, and windows.
2. Repairs various pieces of electrical equipment such as small appliances, outlets, motors, switches, and changes lights.
3. Repairs toilets, steam traps, water lines, sewer lines, building repairs and other pieces of plumbing equipment.
4. Performs repairs to heating and cooling units, hot water tanks, boilers, washers and dryers, and other mechanical equipment under the direction of the Maintenance Supervisor.
5. Repairs fire alarm systems and performs fire drills and takes care of paperwork.
6. Continually inspects buildings and equipment, checking for any needed repairs and replacements. Performs and implements preventative maintenance programs under the direction of the Maintenance Supervisor.
7. Performs vehicle maintenance including oil changes, tire repair, etc.
8. Performs lawn and yard work. Removes snow from all walk areas during the winter months and clears the main driveway.
9. On 24-hour emergency call which may require working unscheduled hours and/or days off.

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- 10. Assists when necessary working with housekeepers, checks/stock laundry chemicals, and changing when needed.
- 11. 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 and neglect.
- 12. Exemplifies Corporation philosophy and follows all policies and procedures.
- 13. Performs related responsibilities, activities, and duties as required.

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

Signature of Employee

Date

Form Pr-105
Revised: 10/20/06

Signature of Department Director