



NEW: 07/17/2019
 Submitted: 07/16/2019

JOB TITLE:	WORKER PREVENTIVE MAINTENANCE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	230 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8424
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Works under the direction of the coordinator and/or a designee in providing service in the specified areas. Assists in maintaining a safe, well maintained, pleasing environment at the DuValle Education Center.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assesses, in cooperation with the plant operator, preventive and corrective maintenance needs and informs the coordinator/administrative assistant of those needs to facilitate program operation
- Assists with the general upkeep of the building and its grounds
- Assists with monitoring the custodial and maintenance stock supply in order to maintain an adequate stock supply
- Assists with keeping the stock room clean, issuing stock and supplying housekeeping closets
- Assists with unloading, removal and/or transfer of furniture and equipment
- Carries instructional supply deliveries to appropriate rooms
- Assumes responsibility for personal safety and the safety of others regarding the assigned job
- Assumes responsibility for care and operation of tools and equipment
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Prior experience in housekeeping or maintenance and/or renovation work
- Physical capacity to climb and work from heights.
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Vocational training
- Experience in a diverse workplace