

Centennial Mental Health Center, Inc.

Job Description

Job Title: Maintenance Worker I
Reports to: Office Coordinator
Status: Non-Exempt

Job Class: Program Support
Grade: ~~53~~

POSITION SUMMARY

Provides maintenance and janitorial services for buildings, automobiles, and grounds of Center facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains the buildings to a professional standard of appearance, including but not limited to, vacuuming, dusting, emptying trash, cleaning windows and woodwork as needed, and noting any needed repairs and supplies.
2. Performs other minor maintenance activities including carpentry, painting, plumbing and electrical work as needed or as directed.
3. Reports the need for any major repair work; obtains bids, and, under direction of supervisor, serves as a liaison between the Center and contractor performing pre-approved work.
4. Cleans or supervises cleaning of restroom facilities to a professional standard of appearance, including but not limited to, sinks, toilets, urinals, floors, mirrors, and walls.
5. Requisitions needed supplies by following the Center's purchasing procedures.
6. Performs routine building checks and maintenance in accordance with Center, Health Department and Fire Department guidelines.
7. Supervises or performs routine vehicle maintenance (checking oil, brakes, etc.); ensures regular servicing of automobiles; keeps fleet vehicles clean and vacuumed; maintains vehicle maintenance logs.
8. Ensures that grounds around facilities are free of trash and weeds; maintains lawn area by watering, mowing and trimming; responsible for removal of snow and ice on sidewalk areas around buildings.
9. Performs other duties as assigned.

JOB REQUIREMENTS

EDUCATION

High School education or equivalent.

ABILITIES, KNOWLEDGE, SKILLS

General knowledge of maintenance and janitorial skills. Ability to perform basic repair and maintenance work. Ability to operate general power tools, lawn mowers, and janitorial equipment. Ability to travel within the Center's service area or to other locations as needed.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

Employee Signature

Date

Administrative Supervisor

Date