



FAMILY HOUSE

FAMILY HOUSE, INC. JOB DESCRIPTION

POSITION: Maintenance Associate
STATUS: Full Time/Hourly
REPORTABILITY: Director of Maintenance

GENERAL SUMMARY: Under the guidance of the Director of Maintenance, the Maintenance Associate is responsible for performing maintenance and repair duties, which assure the preservation and upkeep of Family House (FH) buildings and property.

RESPONSIBILITIES:

- Maintains an awareness of the FH Guest Standards and applies them when the opportunity arises.
- Performs duties which require physical labor including routine maintenance and repairs such as basic carpentry, flooring, minor plumbing and electrical, cleaning of filters and vacuum units as well as other related building, equipment and grounds maintenance and repairs.
- Maintains a basic maintenance log acceptable to Family House standards.
- Works in TELS to document maintenance activities and preventative plans.
- Moves and transports supplies and materials.
- Maintains orderly storage and maintenance work areas.
- Works in collaboration with Director of Maintenance to correct emergency conditions.
- Assists with snow removal.
- Must carry a smart phone or other communication device during regular shifts or on-call hours.
- Assists with set-up, tear-down, transporting materials, and various other duties associated with Family House special events.
- Completes special projects and performs other duties as assigned.

SPECIAL SKILLS AND ABILITIES REQUIRED:

- Must be able to read and write in English and follow verbal and written instructions.
- Must demonstrate ability to read simple blueprints.
- Ability to safely handle and use common tools.
- Must be able to operate maintenance equipment, including snow blowers and lawn mowers.
- Must possess a valid PA Driver's License and have no motor vehicle violations within the past 3 years.
- Must be available to work evenings, weekends, and holidays; on-call every other weekend.

KNOWLEDGE AND PRACTICAL EXPERIENCE REQUIRED:

- High School Diploma or equivalent.
- Technical school training preferred.
- At least four years of construction or maintenance experience (HVAC, Electrical, and Carpentry).
- Basic computer skills including Microsoft Office Suite, Outlook, navigating browsers; ability to learn and efficiently use organization-specific software.
- TELS experience preferred but not required.

PHYSICAL REQUIREMENTS:

- Ability to walk, stand and bend during an entire eight hour shift.
- Must be able to lift, carry and/or transport up to 50 pounds frequently and up to 80 pounds occasionally.
- Must have the ability to push, pull, bend, stoop and reach upward.
- Must have finger, hand and upper body dexterity to push, pull and move levers and equipment.
- Ability to position one's self in order to take care of emergency or urgent plant operations or handle maintenance situations.
- Must tolerate exposure to varying temperatures.
- Must be able to work indoors and outdoors.
- Must be able to climb, including stairs and ladders up to 16 feet.

Employee Printed Name

Employee Signature

Date

Dates Reviewed/Revised: November 2003; June 2006; October 2014; June 2017