



JOB DESCRIPTION

Maintenance Assistant

Department: Maintenance
Supervisor: Maintenance Supervisor
Shift: Day
Status: Non-exempt

Qualifications

EDUCATION: High school diploma, graduate from trade school with emphasis in HVAC, plumbing, electrical, general construction.

CONTINUING EDUCATION REQUIREMENT: Relias on-line learning or in-service training.

WORK EXPERIENCE: 3-5 years working in building trades or maintenance.

GENERAL JOB SUMMARY

Responsible for a variety of maintenance services, i.e., plumbing, electrical, general construction and painting, throughout the facility with responsibility for Courtyard Terrace (ALF) and Hearthstone Memory Care Unit. May assist in maintaining duplexes and providing lawn care to duplexes and general campus.

DUTIES AND RESPONSIBILITIES

1. Provide basic preventative maintenance for mechanical systems in Courtyard Terrace and Hearthstone Memory Care Unit.
2. Maintain courtyard areas for Courtyard Terrace and Hearthstone.
3. Provide electrical, plumbing, heating, painting and general construction services throughout all areas of the facility.
4. Provide electrical, plumbing, heating, painting and general construction services to duplex units.
5. May assist with lawn care to duplexes and general campus.
6. Maintenance projects throughout main campus and duplexes as assigned by Maintenance Supervisor.

PHYSICAL ACTIVITY REQUIREMENTS

(See attached Job Analysis)

Please understand that this Job Description is not intended to be an all-inclusive list of every task that you may perform, but a description of the minimal qualifications, essential functions, physical demands and abilities this job requires, with or without accommodation.