

JOB DESCRIPTION

POSITION: Maintenance Assistant

REPORTS TO: Maintenance Supervisor

PRIMARY FUNCTION: Will perform duties to maintain attractive, sanitary and safe facilities, minimizing property damage, loss and liability exposure. Be willing to travel to locations in Lynnwood, Everett and Mount Vernon.

CLASSIFICATION: Hourly non-exempt, occasional weekend and/or evening hours.

RESPONSIBILITIES:

1. Complete repairs and maintenance as dictated by assigned Work Orders. Complete Work Order Response Forms documenting the work performed to resolve the request, the time and material costs. Complete work orders based on their priority level as outlined in the Service Request process. Submit all receipts related to repairs to accounts payable.
2. Perform repairs, routine and preventative maintenance to properties/facilities to assure they are maintained in good working condition and appearance. Maintenance duties consist of mechanical repairs (plumbing, electrical, HVAC) doors and locks, Wall repairs, landscaping, installing fixtures, dispensers, pictures, white boards, TV's, etc. Furniture moving and storing, garbage disposal and dump runs are also a common occurrence.
3. Perform daily custodial duties for assigned facilities.
 - Perform necessary tasks to maintain clean and sanitary facilities.
 - Periodically complete high/low dusting and clean vents.
 - Inspect grounds and buildings for needed repairs.
4. Monitor the use of assigned company vehicles by inspecting them regularly and obtaining vehicle servicing as required.
 - Check gas and fluids on a weekly basis and fill as needed.
 - Inspect for safety issues weekly.
 - Submit monthly mileage reports.
5. Purchase repair and maintenance materials and other items as required. Assist purchasing agent in ordering supplies.
6. Perform Vehicle Orientation to the organizations employees whom are authorized to drive company vehicles.
7. Keep supervisor informed of status of projects and work in progress.
8. Participate in agency training and attend regularly scheduled staff meetings.
9. Assist in oversight of outside vendors performing tasks on Evergreen Recovery Centers property.
10. Run errands and perform other duties as assigned.

11. Follow and adhere to policies and procedures as outlined in the employee handbook, federal confidentiality under 42 CFR and 45 CFR (HIPAA), and all other applicable laws.

MINIMUM QUALIFICATIONS:

- Minimum 3 years maintenance/handyman experience in multi-family, group home, commercial or residential environment.
- Reliable work attendance and ability to work on call and some weekend hours.
- Ability to work respectfully with diverse client population, adhering to company policies with regard to staff-client relationships.
- Maintain a valid Washington State Driver’s license and insurance on personal vehicle at all times.
- Obtain and/or maintain First Aid and CPR certifications.
- Must comply with smoke-free workplace policies; non-smoker preferred.
- Any offer of employment is conditional upon review of current criminal background check and ability to pass a pre-employment drug test. Evergreen Recovery Centers is a drug-free workplace, and all employees are subject to random, as well as for cause, drug screening. Employees must show no evidence of misuse of alcohol or other drugs while employed by Evergreen Recovery Centers.

PHYSICAL DEMANDS:

Job requires lifting of up to 50 pounds and frequent operation and movement of tools and heavy equipment, including lawn mowers, compressors, ladders, shampooers. Requires ability to grip with hands and fingers, sense of touch, ability to speak and hear voice conversations as well as ability to stoop, bend, kneel, crouch reach, push, pull, twist, and be involved in physical activity at least 80% of the work day.

DISCLAIMER:

Evergreen Recovery Centers reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including primary responsibilities, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.” The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

Employee Signature

Date

Supervisor Signature

Date