



Job Title: Maintenance Worker (Part-time Hourly) **Prepared By: Facility Maintenance Specialist**

Department: Facilities

Prepared Date: 10/13/22

Reports To: Facility Maintenance Specialist

Approved By: HR Director

Approved Date: 10/13/22

Given the nature of this position and the requirement that the maintenance staff member be able to work in a women's locker room, applicants for this position must identify as female.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform general maintenance and repairs for assigned equipment, systems, and facilities including plumbing, electrical, and basic carpentry.
- Operate basic hand tools and power tools as necessary.
- Diagnose and problem solve facilities issues in a work environment with changing priorities.
- Handle equipment and chemicals in a safe manner.
- Must successfully pass a security clearance.
- Attend and participate in all staff meetings and trainings as required.
- Perform other duties as assigned.

JOB DUTIES

- Maintain punctual, regular, and predictable attendance.
 - Must be responsible and pay attention to details.
 - Must be able to work alone as well as collaboratively in a team environment with a spirit of cooperation.
 - Maintain a positive image at all points of contact with members of the public.
 - Assist program directors with specific tasks as assigned.
 - Maintain professional attitude/manner and respectfully take direction from Supervisor.
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QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

- Must be able to lift/move a minimum of 50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature: _____

Employer Representative: _____

Date: _____

The statements of this job description are intended to describe the general nature and the level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position.
