

Rescue Mission of Trenton

Position Description

Job Title: Maintenance Associate

Reports to: Manager of Facilities

Job Title(s) Reporting To This Position: N/A

FLSA: Non-Exempt

Position Overview

Under the supervision of the Manager of Facilities, the Maintenance Associate will assist with overseeing the physical facilities and property in accordance with Rescue Mission policies and procedures.

Qualifications For Position

Education: High School diploma or Associates degree, required

Experience: Equivalent life experience required if educational qualifications not met or Minimum 1-2 years experience in maintenance and/or engineering field

Skills and Abilities: Critical thinking, equipment maintenance and selection, visualization, facility, repairing and troubleshooting

Machine, Tools and Equipment Operated: Hand and power tools, computer, Basic Microsoft Office (Word and Excel), forklift, and jack

Other Requirements: Valid driver's license

Job Specific Duties & Responsibilities

Physical Facilities

- Assists in maintaining physical facilities as necessary to ensure client, staff and customer safety and adherence to all applicable building, fire, safety and sanitary codes
- Maintains vehicle fleet in good working order
- Ensures registrations, insurance, and inspections are up to date.
- Coordinates repairs to vehicles with vendors
- Reviews prices for repair services
- Performs highly diverse duties to install and maintain machines and the facility's equipment
- Provides scheduled/unscheduled/emergency repairs to equipment or facilities
- Performs regular preventative maintenance on equipment or facilities
- Performs basic machinist duties and responsibilities
- Performs mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, trouble shooting and repair of machines or equipment
- Reads and interrupts equipment manuals and work orders to perform required maintenance and service
- Diagnoses problems, replace or repair parts, test and make adjustments

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- Performs a variety of plumbing maintenance and carpentry functions
- Uses a variety of hand and power tools, electric meters and material handling equipment in performing duties
- Assists in supervision and training of residents in work therapy program

Vendors

- Arranges for outside vendors to perform scheduled, routine, and emergency repairs as necessary and as approved
- Coordinates and monitors the work of vendors to ensure timely repairs and maintenance

Safety

- Oversees and conducts monthly fire and safety drills
- Tours the Rescue Mission physical facility daily to ensure that all facilities are safe and in working condition to allow for the provision of services
- Detects faulty operations, defective material and report those and any unusual situations to proper supervisor
- Maintains clean and orderly work areas
- Maintains an inventory of all tools and power tools
- Develops a log of all equipment by facility and retains warranty and repair records accordingly

Miscellaneous

- Performs other duties as assigned

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This form is designed to identify the "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. This document is not an employment contract.

PHYSICAL REQUIREMENTS	EQUIPMENT AND TOOLS																																											
<p>✓ Check which of the following best describes the position</p> <p><input type="checkbox"/> Sedentary work - Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.</p> <p><input type="checkbox"/> Light work - Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.</p> <p><input type="checkbox"/> Medium work - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p> <p><input checked="" type="checkbox"/> Heavy work - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.</p> <p><input type="checkbox"/> Very heavy work - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.</p> <p>✓ Check <u>essential</u> physical requirements of the job:</p> <table style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Climbing</td> <td><input checked="" type="checkbox"/> Balancing</td> <td><input checked="" 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operated and the frequency of use: (Those which cannot be delegated to a co-worker.)</p> <p>Company Vehicles:</p> <p>Equipment: Power and hand tools, forklift, jack</p> <p>Tools:</p> <p>Other:</p> <p style="text-align: center;">WORKING CONDITIONS</p> <p>✓ Check which working conditions the employee is subject to:</p> <p>Physical Conditions:</p> <table style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Noise</td> <td><input type="checkbox"/> Extreme temperatures</td> </tr> <tr> <td><input checked="" type="checkbox"/> Vibration</td> <td><input type="checkbox"/> Wet and/or humid</td> </tr> </table> <p>Hazards:</p> <table style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Mechanical</td> <td><input checked="" type="checkbox"/> Electrical</td> <td><input type="checkbox"/> Chemical</td> </tr> <tr> <td><input type="checkbox"/> Explosives</td> <td><input type="checkbox"/> Radiant energy</td> <td><input type="checkbox"/> Burns</td> </tr> <tr> <td 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