

Snyder Village
Position Description

Position Title: Maintenance Technician

FLSA Status: Non-Exempt

Reports To: Maintenance Director and Assistant Maintenance Director

General Description

The Maintenance Tech assists the Maintenance Director with keeping the buildings, grounds and equipment of Snyder Village attractive, safe and in good repair in accordance with the regulations of the Department of Public Health and any other governmental agencies. They also perform some security duties.

Minimum Training, Experience and Certification Requirements

- High school education or GED equivalent
- Possess a valid Illinois driver's license.
- Have experience and knowledge of general maintenance.
- Be able to recognize problems and trace them to their source.
- Have knowledge of preventative maintenance methods and techniques

HOURS OF WORK:

- 7:30 a.m. to 4:00 p.m. Monday through Friday. Saturday and Sunday-11:30 a.m. to 8:00 p.m. or as scheduled by the Maintenance Director or Assistant Maintenance Director.
- Some on-call hours
- Some weekends
- Some holidays

Personal Characteristics

- Subscribe to and promote the Snyder Village Mission and Values.
- Be self-disciplined and goal focused.
- Be trustworthy and responsible.
- Demonstrate tolerance.
- Be committed to customer service and excellence.

Job Responsibilities, Duties and Authority

- Assist in maintaining the grounds and all buildings in a clean, attractive, and safe condition.
- Perform campus-wide security check and lock doors as required each night.
- Assist with a preventative maintenance program which meets the requirements of all regulatory agencies involved with Snyder Village.
- Assist with the painting of the exterior and interior of all buildings on the grounds.
- Repair broken or malfunctioning appliances, furniture or equipment determined to be worthy of repair.
- See that maintenance shops are kept clean and that equipment and tools are kept in good working order and are returned to proper storage area when job is completed.
- Promote good will and cooperation between maintenance staff and other employees and the residents. Assist evening staff as needed, including emergency call response.
- Assists in snow removal.
- Perform related and other duties as assigned.

Working Conditions

- Works in office area(s) as well as throughout Snyder Village Campus.
- Sits, stands, bends, lifts and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, personnel, visitors, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, employees, etc.
- May work beyond normal working hours, on weekends, holidays, and in other positions temporarily in staff emergencies, and to ensure proper care for all residents.
- Must be able to lift, pull, push and move equipment, supplies, etc.

Employee Acknowledgment

I have read and understand this job description and will perform the above duties to the best of my ability.

Employee

Signature _____ Date _____

