

Job Title: General Maintenance
Department: Maintenance
Revision Date: 01/17/18



Position Overview

This position is responsible for the overall maintenance and upkeep of the building and grounds of our various facilities. This will require adherence to stand work policies and procedures as well as direction as it relates to special work projects and orders. This position reports to our Director of Maintenance.

Essential Job Functions

This position is responsible for basic facility functionality and appearance. Position will be responsible for identifying and troubleshooting issues with the buildings, plumbing, and electrical systems. Upon discovery, employee is expected to make basic repairs or installations. Position may also be required to assist in our truck/trailer facility, whether it is basic repairs or assistance to a diesel technician. Below is a comprehensive list, though not all-inclusive.

Position Responsibilities

- Assure general operating viability and appearance of the facilities to achieve a pleasant and safe work environment.
- General maintenance projects as assigned, including installations and repairs involving plumbing and electrical equipment, carpentry work, painting, snow removal, and outside landscaping maintenance.
- Preventative maintenance on buildings, systems, and equipment.

Essential Job Requirements

- Carpentry skills
- Experience with plumbing and electrical systems
- Troubleshoot basic maintenance issues. Confidently identify and fix issues discovered.
- Strives to maintain a safe working environment through the prevention of accidents, the preservation of equipment, and the achievement of safe working practices.
- Adheres to all policies and procedures of FLASH and any and all affiliate organizations.
- Maintains a positive and professional demeanor toward employees, customers, vendors, and visitors.
- Perform other duties as assigned.
- Must provide own basic tools for wood working, electrical, and plumbing.
- Valid driver's license and (insurance carrier) acceptable driving record.

Non-Essential Job Requirements

- Report to work with a clean, appealing appearance, in uniform.
- Ability to read, write, and speak the English language.
- Multi-tasking ability
- Communication skills, including oral, written, and electronic.

* The above list is not an all-inclusive list of duties and/or requirements. You will be expected to perform various tasks as required by the customer. As business objectives change, so too may the duties.