JOB TITLE: FACILITY SERVICE WORKER

JOB DESCRIPTION:

This employee is responsible for the renovation and repair of the buildings and associated systems and constructing additions thereto, installation of new equipment and repair of existing equipment, maintenance of the grounds, and general custodial care of the facility as assigned. A wide variety of skills is needed, including but not limited to electrical, plumbing, carpentry, painting, small engine mechanics, landscaping, and custodial.

Duties of this position include but are not limited to:

- 1. Applying skills to the maintenance and repair of buildings and grounds in all assigned areas of the construction trades.
- 2. Maintaining assigned equipment in proper working order.
- 3. Maintaining grounds, lawns, and sprinkler systems.
- 4. Maintaining a proper inventory of equipment, supplies, and other necessary items required to perform duties assigned.
- 5. Performing minor repairs to the facilities plumbing, electrical system, miscellaneous repairs of doors, windows, etc.
- 6. Accepting and signing for deliveries made to the building when necessary.
- 7. Maintaining security and safety systems.
- 8. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

- 1. Functional literacy.
- 2. Ability to demonstrate an acceptable degree of skills in those areas identified above.
- 3. Ability to relate well with Maintenance workers, staff and public.
- 4. Licenses where required.

DESIRED QUALIFICATIONS:

1. Previous experience in a similar position.