

CHILDREN'S AID HOME PROGRAMS OF SOMERSET COUNTY, INC.

POSITION DESCRIPTION

MAINTENANCE WORKER

(Maintenance Department)

Non-Exempt

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MISSION STATEMENT:

Our mission is to provide a continuum of quality services, which promote the emotional, behavioral, educational, and physical development of children, adolescents, and their families.

OVERALL PURPOSE:

This position is responsible for the upkeep and maintenance of the grounds, buildings, equipment, and vehicles of the Children's Aid Home Programs of Somerset County.

ESSENTIAL FUNCTIONS:

1. Inspect on a routine basis and ensure that the building meets all safety standards.
2. Report to the Executive Director and Safety Committee of potential hazards, repairs/renovations, preventative maintenance, and corrective actions as necessary and review with building owner.
3. Complete and document all safety checks on the appropriate forms within identified time frames.
4. Check all agency vehicles fluid levels, tires, belts, lights, and general condition weekly.
5. Clean interior upholstery and surfaces using various cleaning solutions as well as the exterior of agency vehicles on a quarterly basis.
6. Mow grass, trim trees and bushes, collect litter, snow removal as necessary.
7. Check fire extinguishers, emergency lights, air conditioners, furnace, and dryer vents within identified time frames.
8. Participate in performance appraisal process.
9. Attend training, in-services, meetings, and conferences as necessary and as directed to obtain 15 hours according to policy.

SUPERVISION RECEIVED:

Supervision is received by the Executive Director.

SUPERVISION GIVEN:

N/A

WORKING CONDITIONS:

1. Work independently.
2. Work near moving mechanical parts.

MENTAL/PHYSICAL REQUIREMENTS:

1. Must be able to walk, sit, and stand throughout the workday as needed with occasional stooping, kneeling, climbing, balancing, crouching, or crawling.
2. Must possess ability to talk, hear, read, and write.
3. Must possess ability to use hands to finger, handle, or feel.
4. Must be able to operate a vehicle and light equipment.
5. Must be able to lift/carry objects with a maximum weight of 100 pounds.
6. No special vision requirements are necessary.

QUALIFICATIONS:

A. EDUCATION/TRAINING/LICENSE/CERTIFICATION

High school graduate or General Education Degree (GED).

B. WORK EXPERIENCE

Six months of related experience and/or training.

C. CONDITIONS OF EMPLOYMENT

Must possess Act 33, Act 34, and FBI clearances.

Must attend 20 hours related training per year.

Must be 21 years of age.

Attend annual HIPAA training.

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KNOWLEDGE, SKILLS, AND ABILITIES:

1. Must possess a thorough knowledge of carpentry, electrical, painting, and basic maintenance skills.
 2. Must have a working knowledge of power equipment, i.e., lawn tractor, snow blower, hedge trimmers, power tools, etc.
 3. Must be flexible and work independently.
 4. Must be able to communicate effectively, both orally and in writing.
 5. Follow all confidentiality and universal precaution guidelines.
 6. Strictly adhere to all HIPAA requirements as a covered entity.
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To perform this job successfully, an individual must be able to perform each essential function 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.

I have read the above job description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee and/or Candidate

Date

Signature of Supervisor or HR Representative

Date

Revised 02/15