

**COMMUNITY OPTIONS INC.
MAINTENANCE WORKER
JOB DESCRIPTION**

Purpose: Maintenance Worker will work with our maintenance team to perform a variety of semi-skilled work in the maintenance of our residential and day program facilities and to help the Vehicle Foreman with minor vehicle repairs such as safety checks, oil changes and other service related jobs on agency vehicles.

QUALIFICATIONS:

1. High School diploma or GED.
2. Two years experience in general maintenance applicable to the duties described below preferred.
3. One year experience in general vehicle maintenance preferred.
4. Valid Colorado driver's license and driving record acceptable to agency insurance company.
5. Acceptable background check.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **Building Maintenance**

- **Plumbing:** includes the repair, replacement or installation of faucets, pipes, hot water heaters, toilets, garbage disposals, dish washers, refrigerators, and washing machines.
- **Electrical:** includes the repair, replacement or installation of electrical switches, circuit breakers, wall outlets, ceiling lights, ceiling fans, 220V appliance plugs and thermostats.
- **Painting & drywall repair:** includes minor drywall repair, painting of interior and exterior surfaces.
- **Appliance repair:** includes the repair, replacement or installation of appliances, such as refrigerators, dishwashers, stoves, and washers and dryers.
- **Exterior repairs:** includes the repair, replacement or installation of roof shingles, gutters and downspouts, window screens, doors, and evaporative coolers.
- **Snow removal:** includes shoveling, blowing or plowing snow away from walkways and driveways, and laying down salt atop icy surfaces to prevent slipping and falling.

2. **Records and Reports:** works with the Maintenance Foreman and Property Management Services Assistant Director (A.D.) to organize work orders to effectively complete maintenance requests in a timely manner or by level of urgency. Maintain daily work order tracking and other pertinent forms and logs as required on a computer.

3. **Vehicle Maintenance:** Perform routine vehicle maintenance on agency vehicles at regularly scheduled periods including but not limited to tune-ups, oil changes, safety checks etc. as directed by the Vehicle Foreman or Property Management Services A.D.

4. **On-Call:** Will be responsible for on-call on a rotating basis with the other members of the Maintenance Team.

5. **Additional working skills**

- Effectively communicate with all program areas.
- Work with others in a positive manner.
- Work with minimal supervision and recognize situations where assistance is needed.
- Perform duties and conduct interactions with agency staff, clients, and the public in a professional manner consistent with Community Options, Inc. values.
- Deal with stress and stressful situations in an effective, productive manner.
- Promote and maintain appropriate professional and ethical relationships in accordance with policies, rules and regulations.

6. Other duties as assigned or required for proficient operation of Maintenance Department.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Working as the Maintenance Worker. Involves moderate to heavy work in all types of weather. There is frequent need to stand, stoop, walk, lift heavy objects and perform other similar actions during the course of the workday. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and will vary depending on the facility in which you are working.

1. Maintenance Workers must guard against back injury because they may have to lift and or move up to 60 pounds alone and up to 100 or more pounds with assistance. You will be trained on and required to follow proper body mechanics and procedures for lifting/moving objects.
2. Maintenance Workers must exert 60 to 100 or more pounds of force occasionally and/or 20 to 50 pounds of force frequently.
3. Maintenance Workers will be required at times to ascend and descend ladders, stairs, scaffolding and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, or slippery surfaces.
4. The employee is frequently required to walk. He/she must be able to reach forward, backward and upward with hands and arms as well as use fingers for picking up objects, determining texture and temperature. Use hands to finger, handle, or feel and reach forward with hands and arms. The employee is occasionally required to sit, stoop, kneel, push, pull or crouch.
5. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
6. Specific communication abilities required by this job include expressing or exchanging ideas by means of spoken word. This is especially crucial when detailed or important spoken instructions must be conveyed to other workers accurately.
7. Specific hearing abilities include perceiving the nature of sounds at normal speaking levels with or without correction, having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
8. Maintenance Workers may face hazards from exposure to chemicals and infectious diseases. Maintenance Workers will be trained on and required to follow Universal Precautions.
9. Maintenance Workers must take precautions in the hot and cold environments that they work in as they are often exposed to extreme temperatures - both hot and cold.

SUPERVISION:

The Maintenance Worker will be supervised by the Property Management Services Assistant Director. The Maintenance Worker may be trained and/or directed by the Maintenance Foreman.

I have read this job description and can perform all the essential duties of the position with or without reasonable accommodation.

Print Name

Sign Name

Date