JOB TITLE: Maintenance Worker FLSA Status: Non-Exempt

Department: Administration Reports to: Manager, Facilities & Administration

**Position Summary:** Under general supervision, perform basic maintenance and custodial tasks for Open Door Shelter/West Town.

**General Purpose:** Maintain building, operating systems and keep vehicles in working order; perform custodial duties, keeping building and grounds neat and clean**.**

**Role Qualifications:**

 Must possess required knowledge, skills, abilities and experience, and be able to explain and demonstrate that the essential functions of the job can be performed.

**Position Responsibilities**:

Cleaning and Sanitation

* Maintains the facility in a clean, sanitary and orderly condition.
* Cleans and sanitizes bathrooms and kitchens.
* Cleans offices, hallways, meeting rooms, etc.
* Follows effective pest control practices. Removes trash. Replenish bathroom supplies.
* Regular floor cleaning, including vacuuming, sweeping, mopping, stripping, waxing.
* Occasional window and wall cleaning.
* Cleans and organizes storage areas, maintenance closets, or systems rooms (furnace or phone rooms, etc.)

**General Maintenance and Repairs**

* Paints, performs minor carpentry. Installs lighting on a regular basis. May include: carpentry, electrical and plumbing work.
* Minor upkeep to vehicles. May include monitoring oil levels, check air filter, tire pressure, interior cleaning, etc.
* General outdoor work as required, such as shoveling snow, mowing, minor gardening, litter removal (except when there is a service contract).
* Minor equipment maintenance and repair.
* Minor roof maintenance, including cleaning drains of built up debris

**Systems Upkeep**

* Establishes and implements maintenance schedules for major mechanical, electrical, and plumbing systems.
* Creates preventative maintenance schedules.
* Notify management concerning the need for major repairs or additions to building, operating systems or vehicles.
* Processes all repairs for systems.
* Makes recommendations that could result in operating cost reduction, more efficiency, better use of resources and supplies.
* Liaison between Maintenance Supervisor and building inspectors, vendors.
* Keeping vents clean of dust and debris
* Periodic check of fire alarm batteries

**Other**

* At regular intervals, inspects the entire premises for major mechanical, electrical and plumbing systems including sump pump.
* Periodic check of boilers for correct temperatures.
* Wash and clean chutes leading to compactor, including cleaning of exterior body of unit, and unit buttons.
* Occasionally drive 15-passenger van to pick up supplies, make a delivery, or for routine vehicle maintenance.
* Monitor use of Daily Vehicle Daily Use Log, recording findings in monthly vehicle check log.
* Adheres to established agency policies and procedures, including safety rules and safe working practices.
* Grease trap maintenance, twice a year in conjunction with contract maintenance schedule
* Responsible for planning and completing own work within scheduled deadlines.
* Participates in staff development training and workshops, staff meetings, program events, and celebrations on/off site, as required.
* On call in case of emergencies.
* Miscellaneous duties as assigned.

**Essentials skills and experience:**

* Must have the ability to follow oral and written instructions.
* Capable of performing necessary physical duties, including the movement of heavy objects.
* Able to use hand and power tools comfortably.
* Clear DCFS background check and health clearance.
* Familiarity with compliance audit preparation
* Maintain clean driving record; show evidence of insurability.
* Minimum G.E.D. or high school diploma.
* Excellent attendance; reliable and dependable.
* Superior inter-personal skills; must be comfortable working with an extremely diverse population and staff.
* Available to work occasional overtime.

**Nonessential skills and experience:**

* Spanish language skills helpful.
* Able to read blueprints/profiles.
* First Aid/CPR certification.

**Physical Demands and Work Environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**General sign-off:** The employee is expected to adhere to all organization policies and regulations specified by the Department of Children and Family Services (DCFS), the State of Illinois, and The Night Ministry.

I have read and understand this explanation and job description.

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