



**JOB DESCRIPTION**

<b>Job Title</b>	Maintenance I – Hauling
<b>Department</b>	Building and Grounds
<b>Reports To</b>	General Manager - Facilities
<b>Classification</b>	Buildings and Grounds
<b>Location</b>	
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Maintenance I – Hauling position is responsible for, under the supervision of the General Manager - Facilities, weekly hauling and weekend shuttle, winter snow removal, and general maintenance. This position will also be involved with maintaining and repairing the physical structure of buildings, furniture, and equipment; including, but not limited to, construction and replacement of necessary shelving, cabinetry and like furnishings.

**Essential Job Functions**

- Coordinates and plans hauling.
- Operates special equipment, such as tractor, front end loader, snowblower, riding mower, sweeper, and garbage truck.
- Responds to weekend calls from alarm company.
- Performs snow removal duties and plows snow when assigned.
- Monitors heating and ventilating systems, and may be required to perform minor servicing on low pressure boiler and calibrate thermostats.
- Performs weekend shuttle duties as prescribed by the duties of the assignment.
- Repairs and maintains woodwork and furniture, which may require using portable power equipment.
- Applies and installs new types of building materials, plastics, metals, and hardware.
- Makes simple electrical repairs including replacement of fuses, ballasts, etc.
- Patches and repairs cement, mortar, plaster, and drywall.
- Makes minor plumbing and pipe repairs, as well as services faucets, drains and sanitary fixtures.
- Makes sweated joints and installations.
- Repairs glass, broken equipment, storm windows and screens.
- Measures and sketches for minor sheet metal installations, repairs roofing and spouting.
- Builds cabinetry, as well as paints, varnishes, and refinishes woodwork.

**Ancillary Job Functions**

- Performs other related duties as assigned.



**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Must maintain a valid driver's license.
- Must maintain a valid CDL.
- Must have forklift, areal lift, and respirator trainings and receive certifications or complete within reasonable time after hire.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- A strong mechanical aptitude.
- Fundamental knowledge and proficiency navigating a computer.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to operate and repair trucks, cars, mowers, tractors, and other necessary equipment.
- Ability to work independently without direct supervision.
- Ability to interact constructively with public and staff at all levels.
- Ability to administer and receive constructive criticism.
- Ability to keep accurate records.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be required to work in confined spaces, hazardous traffic conditions, or high/dangerous places.
- May be exposed to wet/humid conditions, inclement outdoor weather conditions, vibration, oils, fumes/airborne particles, moving mechanical parts, risk of electrical shock, loud noise levels, or potentially hazardous or cancer-causing agents or chemicals.
- Requires standing/walking on hard surfaces.
- Requires routine lifting up to 75 pounds.
- Requires standing and walking on hard surfaces.
- Requires work in the presence of mechanical, vehicle, and equipment noise.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to talk, hear, feel attributes of objects, grasp, push, stand/walk, drive, reach, stoop/kneel/crouch, climb/balance/ operate mechanical equipment, and move up and down from/to sitting position on the floor.
- May be required to have repetitive wrist/hand/finger movement to operate necessary equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- May be required to lift up to 100 pounds.