

POLICY TITLE – MAINTENANCE STAFF JOB DESCRIPTION
POLICY SECTION - MANAGEMENT
POLICY NUMBER - 05
DATE OF ORIGIN – DECEMBER 2016
APPROVED BY - HMCI BOARD OF DIRECTORS - 1/14/17
REVIEW/REVISION DATE

JOB TITLE – Maintenance Support Staff, Position II

HOURS OF WORK – Part time

REPORTING RELATIONSHIP – HMCI Manager

PREFERRED QUALIFICATIONS – 3 to 5 years’ experience in general maintenance. Knowledge with plumbing, electrical, water, and power tools considered an asset. Current driver’s license is required.

POSITION DESCRIPTION – This position requires an individual who has good organizational skills in performing daily duties with the assistance of others **as required**.

DUTIES & RESPONSIBILITIES

- Check in with Manager twice during shift
- Follow up on maintenance request forms
- Empty cigarette ash trays around Rec Hall and common areas
- Check flags are same height
- Collect trash on grounds, as seen
- Check that bathrooms are orderly and check for cleanliness
- Check facility grounds – free from hazard
- Clean and water down pool deck on weekly basis
- Clean pool furniture on a weekly basis
- Help on garbage truck, if needed
- Wipe down laundry washing machines and dryers on a weekly basis
- Spot paint around common areas, as needed
- Replace any light bulbs that are out in the Rec Hall and common grounds
- Clean windows on Rec Hall on weekly basis
- Help set for Board meetings
- Trim foliage on common grounds, as needed

- Assist with Maintenance Staff, as request
- Any other maintenance duties assigned by the CO-OP Manager
- Complies with all HMCI rules and regulations, and Board approved policies