

## **Position Description:**

**Mental Health Resource Center** is seeking a **Maintenance** worker for our Northside facility in the Jacksonville area. The position is located at a community mental health center that provides both inpatient and outpatient services.

The Maintenance worker ensures buildings, grounds and equipment are maintained according to all applicable standards as directed by the Facilities Director.

### **Some of the responsibilities of the position include but are not limited to:**

- Inspects all light fixtures on a routine basis, replaces burned out bulbs and reports any major issues to the Facilities Manager.
- Inspects all HVAC equipment on a routine basis, reporting any minor maintenance problems and major tasks to the Facilities Manager.
- Inspects all the plumbing facilities on a routine basis, reporting any minor maintenance problems and major tasks to Facilities Manager.
- Inspects all doors, door locks, and door closures on a routine basis. Repairs all minor deficiencies.
- Inspects all glass throughout the facility on a routine basis and reports all issues to the Facilities Manager.
- Inspects company vehicles on a daily basis to ensure safe and proper operating condition.
- Maintains all furniture, for appearance and to ensure safety of employees, individuals served and guests.
- Maintains aisles and walkways to provide an appealing and safe environment.
- Responds to work requests in a timely manner and documents action taken.
- Provides services in Renaissance Behavioral Health Systems (RBHS) and Mental Health Resource Center facilities as requested or directed.
- Fills in as courier as requested or directed.

## **Position Requirements**

In order to be considered candidates must have a High School Diploma or equivalent preferred.

Two years working experience in maintenance, which may include carpentry, plumbing, electrical work, and heating and air conditioning required.

Must have knowledge of basic vehicle and equipment maintenance.

Must meet Frequent Drivers requirements, including a valid Florida driver's license, and insurance coverage equal to or exceeding 50,000/100,000/50,000 split limits.

## **Position Details:**

Full Time Shift: Monday through Friday, 8:00am to 4:30pm. Rotate weekends, on call.

***This full time position offers a comprehensive benefits package.***