



## **RONALD McDONALD HOUSE CHARITIES OF MEMPHIS, INC.**

### **Maintenance Assistant Job Description**

Revised: June 2018

#### **General Summary**

The Maintenance assistant position requires overall maintenance knowledge and trouble shooting ability with skills in painting, HVAC, plumbing, electrical, carpentry, equipment, and tool usage. The position assists the Director of House Operations with the maintenance repairs and cleaning of the facilities and grounds. Reports to the Director of House Operations.

#### **Job Responsibilities**

1. Performs a wide variety of general and semiskilled maintenance activities (e.g. carpentry, painting, electrical, plumbing, etc.) for the purpose of completing projects within established time frames.
2. Cleans buildings and grounds areas as needed and/or assigned for the purpose of providing an effective working/living environment, preventing damage and/or limiting liability exposure.
3. Install system components parts, (e.g. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.)
4. Prepares written materials (e.g. repair status, activity logs, work orders, etc) for the purpose of documenting activities and/or conveying information.
5. Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
6. Under the direction of the Director of House Operations, maintains facility, performing minor and routine painting, electrical wiring, basic plumbing, grouting and other related maintenance activities, using hand and power tools.
7. Responsible for properly filling out repair forms and paperwork relating to daily inspections of property and mechanical closets.

8. Assists with execution of the monthly maintenance calendar tasks, to include all major appliances, heating, air conditioning, plumbing, electrical, mechanical and fire alarm systems.
9. Performs preventative maintenance tasks daily and coordinate needed repairs with the Director of House Operations.
10. Responds to maintenance requests and performs repairs in a timely manner, fills out and files all necessary paperwork.
11. Assists in cleaning of the common areas on a daily basis.
12. Assists with other heavy duty cleaning tasks as needed.
13. Coordinates with skilled tradesmen, outside vendors and contractors for on-site services for the purpose of completing projects and work orders efficiently.
14. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
15. Serves on-call for emergency maintenance assistance during off hours when Director of House Operations is not available or when extra help is needed.
16. Assists staff with set-up and breakdown of special events and activities at the House and off-site.
17. Follows the procedure and process for checking in donations of dry goods, food, and product delivery.
18. Assists Director of House Operations in recycling of pull tabs.
19. Performs other job related duties as assigned or requested.

### **Job Qualifications**

- Minimum Education: High School & 2 years trade school
- Requirements:
  - 2 years' experience performing general maintenance.
  - Must have a valid drivers' license.
  - Must be able to read a variety of manuals, write documents following prescribed formats and/or present information to others: understand complex, multi-step written and oral instructions.
  - Requires mathematical development sufficient to be able to add, subtract, multiply, and divide all units of measure.
  - Must be willing to work a flexible shift to include weekends.
- Skills: Administrative
  - Handles multiple tasks
  - Maintain logs/fills out daily paperwork and PM logs
  - Objectively handles emotional situations
  - Periodic inventory
  - Problem solving
  - Research information
  - Good communication skills – written and verbal

## Strong organization skills

- Skills: Technical
  - Hand and power tools
  - Must be able to operate a Lift, Polishers, Buffers, Vacuums and other heavy equipment
  - Must have knowledge of basic plumbing and electricity
  - Use arithmetic to measure, compute materials
- Physical Demands:
  - Lifting 50lbs max
  - Carrying objects weighing up to 50lbs
  - Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Handling, Bending, Walking
  - May work nights or weekends, flexible schedule
- Required Testing:
  - Background check
  - Possible Alcohol and Drug Test
- FLSA Status:
  - Non Exempt