

Liberty Place, Inc.
Job Description
Maintenance Personnel

Maintenance Personnel have the responsibility to proactively work with Administration and facilities staff to ensure proper upkeep and maintenance of the Liberty Place, Inc. facilities, in order to provide a safe and clean environment for Liberty Place clients, personnel and visitors.

Direct Supervisor: Executive Director but also reports to the Whitehall Facilities Administrators

Hours: Part Time up to 20 hours per week. Work hours may vary depending upon the work scheduled/needed. Schedule is to be coordinated with supervisor.

May Require Some Heavy Lifting of up to 50 Lbs

Pre-employment requirement: *Must have a valid / unencumbered State of Montana driver's license and must pass pre-employment Drug testing.

Must have a supply of personal tools.

Qualifications:

Must be able to read and communicate in the English language.

Must have proven abilities in basic maintenance such as basic carpentry, basic plumbing and painting.

Must have proven abilities to use manual and small power tools such as hammers, saws, etc.

Must be able to communicate in writing and orally in person and via phone.

Must have basic computer skills: able to utilize email, able to conduct online searches.

Job Duties:

Maintenance Personnel will:

1. Ensure that all Whitehall facilities are maintained so as to prevent the entrance and harborage of rats, mice, insects, flies and other vermin.
 - a. Must ensure, in conjunction with facilities Administrator, to keep Assisted Living facilities in compliance with State and Federal requirements for maintaining facilities.
2. Ensure that the facilities and grounds are kept orderly, free of litter/debris and secure from hazards.
3. Ensure the entrances to facilities are accessible to disabled person and that such access is not impeded by any means. Any ramps, entrances, etc. are well maintained to ensure the safety and ease of access.
4. Keep all exterior pathways or accesses to facilities and common use areas accessible in all kinds of weather and maintained and in good repair.
5. Keep all interior and exterior stairways in good repair and ensure that handrails are in accordance with state laws.

6. Ensure that all interior and exterior materials and surfaces (floors, walls, ceilings, roofs, windows, and thresholds) are kept in good repair.
7. Ensure that maintenance requests are responded to in a timely manner. This may also require establishing a plan with the Administration for responding to emergencies such as flooding toilets, appliance breakdowns, and other such occurrences that may happen outside normal working hours.
8. Coordinate with outside services as needed to successfully complete maintenance work as needed: electricians, plumbers, carpenters. This will be in coordination with Administration for budgeting purposes.
9. Conduct and maintain inventory of tools and machinery used to maintain facilities/grounds.
10. Ensure that all tools, machinery, chemicals used in maintaining facilities/grounds are kept in a safe and secure manner; ensure that residents do not have unsupervised access to same.
11. This job requires working at all facilities located in Whitehall: Farmstead, Townhouse and Corporate Building.

Other Duties:

Maintenance Personnel are required to be proactive members of the Safety Committee and will adhere to strict observance of personal safety in the daily course of their work.

Dress Code:

Will present in a clean and well kempt manner. Clothing choices should be in keeping with the duties expected throughout the day for a given task. Clothing must be such that it is not loose and will not run risk of getting caught in equipment/tools or machinery. Footwear is to be closed toed at all time and with a gripping sole.

Protective Eyewear is required during any task in which personnel may be engaged in any activity in which tool, machinery and chemicals are being used. (If personnel wear eyeglasses for vision, care is to be taken for keeping them securely in place during such activities.)

Employee Signature

Date

Executive Director

Date

The above is intended to describe the general content of and requirements for the performances of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements or as a contract for employment.