

Tompkins Community Action

an active community can produce powerful change

JOB TITLE: Maintenance Assistant
STATUS: Non- Exempt
DEPARTMENT: Administration
SUPERVISOR: Facility Maintenance Director

Job Summary:

The Maintenance Assistant, under the direction of the Facility Maintenance Director, provides for the maintenance and repair of all agency property, including buildings, apartments, grounds, and vehicles. Includes implementing maintenance preventative plans, equipment maintenance, inventory and responding to facility needs in a timely and professional manner.

Job Responsibilities:

Operational and Support Services: (100%)

- Perform maintenance activities as defined by Supervisor and adhere to daily, weekly, and monthly work plans.
- Facility maintenance activity tasks may include, but not limited to, basic carpentry, sheet rocking, taping, caulking, painting, minor plumbing, landscaping, snow and ice removal and refuse /recycling tasks.
- Respond to on- call, after hours facility emergencies including but not limited to snow removal, plumbing or heating emergencies.
- Complete vehicle maintenance and repair tasks as directed.
- Complete facility cleaning using checklist as directed and scheduled.
- Identify and report maintenance issues to supervisor in timely manner
- Support the maintenance of agency tools and equipment and tracking of inventory, as directed
- Document repairs and maintenance; providing written reports to Supervisor
- Attend Supervisory and Agency meetings, as defined
- Work may include early mornings, evenings and week-ends
- Other duties and responsibilities may be assigned as situations dictate.

Required Knowledge, Skills and Abilities

- Promote Agency Mission and adhere to policies, procedures and guidelines as defined by TCAction
- Knowledge of building systems i.e., carpentry, painting, plumbing, and heating.
- Basic Computer skills; able to check email and complete weekly timecard
- Ability to work with diverse groups and individuals, working with staff and residents professionally and respectfully
- Ability to prioritize and complete tasks as assigned
- Bi-Annual satisfactory medical work clearance
- Physical ability to carry out building maintenance repairs and inspections, which includes but not limited to bending, stooping, kneeling, lifting up to 50 lbs., climbing stairs/ladders, and ability to use small power and hand tools.

Minimum Qualifications

- High School Diploma or High School Equivalency Diploma, plus experience in building maintenance, construction, plumbing and related fields.
- Meet TCAction criteria for satisfactory driver's license in order to use agency owned vehicles; and access to personal transportation for work related activities.

Print Name: _____ **Signature:** _____ **Date:** _____

Position is covered under TCReaction, Local No. 11; Painter's District Council # 4 bargaining unit.