

**THE DALE ASSOCIATION
JOB DESCRIPTION**

**Job Title: Part-Time Maintenance Worker
FLSA Status: Non-Exempt**

Department: Maintenance
Approved By: Maureen Wendt

Reports to: Maintenance Supervisor
Updated: October 2019

SUMMARY OF DUTIES: Performs routine and preventative cleaning/housekeeping duties, room set-up and/or take-down, and outdoor facility upkeep at Lockport main campus buildings, parking lots, sidewalks, and properties (33 Ontario St. and 20 Lock St.).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Daily and weekly upkeep and cleaning of buildings' interior (window washing, buffing floors, cleaning bathrooms including toilets and sinks, garbage collection and disposal, etc.)
- Vacuums hallways; staff offices as needed.
- Performs exterior custodial duties such as snow removal, lawn mowing, weed trimming, and weed pulling as conditions require.
- Set-up and take-down for rooms including tables of varied length and weight, folding chairs, and other office equipment on a daily, weekly, or monthly basis as needed.
- Moving office equipment as needed.
- Responds to emergency maintenance requests as required.
- Uphold and practice the agency mission statement.
- Miscellaneous maintenance duties as needed and assigned.
- Drive agency vehicle for supplies or other duties within a 10-mile radius.

SUPERVISORY DUTIES:

None

EDUCATION AND TRAINING:

High school diploma or general education degree (GED) and one year of responsible experience in building and equipment maintenance and repair, or acceptable equivalent. Good skill in the use of lawn mower, weed trimmer, snow blower and snow shovel. Valid New York State driver's license free of major violations.

LANGUAGE/COMMUNICATION SKILLS:

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divided in all units of measure, using whole numbers, common fractions, and decimals. (Be able to calculate accurate change)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to walk and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally high.