

## **Job Description**

Position Title: Community Maintenance

Department: Maintenance

Reports To: Maintenance Supervisor

### **Organizations Mission, Vision, and Values**

Our purpose is to provide an affordable home with assisted living services allowing older adults to live in a safe, caring, and supportive environment while maintaining their dignity, independence and purpose. We strive to be a person-centered organization based on resident self-determination. Accordingly, the primary purpose of your job is to promote the health and well-being of all individuals living in the community and treat it as their home. It is essential that you have a genuine interest in being a contributing member of a team that cares for and works with older adults. A critical function associated with your position is the daily enactment of person-centered care values by treating everyone with dignity, respect, courtesy, compassion and care.

### **Position Summary:**

The Maintenance Staff serves as a key member of the community leadership team who works closely with residents, staff and families. The primary purpose of your job position is to perform the day-to-day activities of the Maintenance Department by ensuring and maintaining the entire community in an exceptionally clean, safe, and orderly condition by performing various maintenance tasks on a daily basis to meet the needs of the individuals living in the community. Your primary objective is to provide person-centered care to, and advocate for, individuals living in the care community to the full extent of your training.

Key Duties and Responsibilities:

### **Leadership**

- Attend to the daily maintenance needs of the community in a way which demonstrates respect for individuals and their property.
- Identify and solve minor maintenance and construction problems, perform quality HVAC, plumbing, carpentry, mechanical work, observes and reports unsafe conditions, equipment breakdowns and needs for repairs.

### **Individualization**

- Solicit the preferences of each individual regarding the time and manner in which they would like maintenance assistance.
- Handle individual's belongings in a respectful way that in a way that insures care and cleanliness.
- Assist housekeeping to ensure that rooms are set-up, clean, and pleasant for new members and assist family members to personalize rooms; clean, move and assemble household furniture (beds, bed frames, night stands, mattresses, etc.) and equipment; hang pictures, curtains and shades, etc.
- Paint and repair rooms as requested.

- Ensure that items remain in good condition and are not lost.
- Assist with individual's room changes and move out by packing, moving, and re-arranging furniture and personal items to new room, storage, or family.
- Report grievances or concerns on behalf on the resident/families.
- Answer all requests for assistance promptly and frequently observe individuals who are unable to call for help independently.

### **Collaboration**

- Coordinate maintenance services with other departments of the community to ensure that individual's preferences are honored.
- Report equipment damage or maintenance required.
- Assist team members in performing maintenance's daily routine when is needed.
- Participate in events and activities by the organization.

### **Documentation**

- Complete the appropriate documentation when the work orders are complete.
- Report any significant observation on the individuals living in the community regarding their wellbeing.

### **Education / Improvement**

- Participate in continuing education opportunities.
- Participate in educational programs that provide information on person centered care, team work and leadership, and care services.
- Participate in community quality improvement programs as requested.

### **Administration**

- Complete various types of repair work such as fixing wheelchairs, furniture, small appliances, etc.
- Perform routine cleaning, window washing, carpet extraction, polishing/buff floors, replacing light bulbs, garbage/rubbish removal, wallpapering and painting, furniture moving as needed.
- Participate in creating and maintaining a balanced Maintenance budget.

### **Safety Guidelines:**

- Use protective gear.
- Use the right tools for staying safe.
- Follow proper procedures for chemical safety.
- Take preventive steps to avoid the risk of shock and electrocution.
- Identify any potential hazards on each job site.
- Ability to lift up to 50 pounds occasionally (20-30) pounds regularly.

### **Employment Requirements:**

- Must have at least 6 months experience, a commitment to a maintenance or construction vocation with basic skills in maintenance and/or construction skills i.e. electrician, carpentry,

- HVAC and plumbing.
- Must have at least 6 month experience, in institutional/hotel performing maintenance, service, and repairs.
- Basic computer skills
- Basic electrical skills
- Leadership and Decision-Making Skills
- Up to date In-services

**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 the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of their job.

- While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to talk or hear. The employee must occasionally lift and/or move up to 30 pounds (10 to 20 lbs. regularly).

**Work Environment:** The work environment characteristics described here are representative of those and 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 regularly exposed to fumes or airborne particles. The employee is occasionally exposed to wet or humid conditions (non-weather) and toxic or caustic chemicals. The noise level in the work environment is usually moderate. Ability to be flexible with their schedule.

Team members assuming this position are expected to adhere to and advance the vision, mission, values and principles of this community. Job description is subject to annual review and updated as necessary. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

I \_\_\_\_\_ have read the above job description, possess the required skills, and fully understand the essential functions and conditions set forth therein regarding the job of Community Maintenance at Residential Plaza at Blue Lagoon. I agree to perform these duties to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description has been approved by all levels of management:

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

HR: \_\_\_\_\_

Date: \_\_\_\_\_