



**JOB DESCRIPTION**

<b>Job Title</b>	Skilled Maintenance Worker II	<b>Job Grade</b>	14
<b>Department</b>	MLS Maintenance	<b>Supervisor</b>	Maintenance Supervisor

**POSITION SUMMARY**

The Skilled Maintenance Worker II performs both routine and complex tasks to maintain the organization’s buildings, grounds, and equipment. This role includes carrying out advanced repairs on structures and equipment, including vehicles, as well as operating tools and equipment to keep outdoor areas safe, functional, and well-maintained.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversee daily projects as assigned.
- Perform complex repairs on equipment, facilities and mechanical equipment as needed.
- Perform repairs or accomplish tasks outlined on work orders, as assigned by supervisor, within time frame designated by supervisor.
- Perform tasks related to grounds keeping, including but not limited to, mowing, trimming of lawns and hedges and mulching.
- Use a variety of equipment and materials to clear driveways and walkways of ice and snow. Reports to work as needed in the event of winter storms.
- Conduct monthly fire equipment checks on all assigned buildings. Notes outcomes of fire equipment checks; repairs routine discrepancies (exit lights), and reports more complex concerns to supervisor.
- Serve on on-call rotation schedule. Responds to a variety of maintenance concerns during the established on-call period.
- Work independently when needed or collaboratively, in a team environment.
- Perform other duties as assigned by the Supervisor of Maintenance or designee.
- Responsible for monitoring all policies, laws, regulations and codes of Martha Lloyd Community Services.
- Responsible for responding to emergencies in accordance with company policies, procedures and training certifications.
- Responsible for reading memos, posted notices, and mail as appropriate in order to be familiar and up –to-date with responsibilities.
- On occasion, use their personal vehicle for work related purposes.

**Training**

- Complete and maintain all required certifications such as First Aid/CPR, Medication Administration, etc.
- Attend meetings and training sessions as required.

- Complete all other annual trainings as required by regulatory agencies.

**Communication & Teamwork**

- Act as a representative for MLCS in a professional manner with families, service coordinators, state officials, community partners, local businesses, and employers.
- Maintain individual’s confidentiality.
- Treat all individuals and coworkers with dignity, respect and fairness.

**Documentation**

- Complete all required documentation as directed by the Maintenance Supervisor.

**Safety**

- Report unsafe conditions, environment, and equipment to the Director of Operations
- Follow safety protocols to foster a safe working environment.

**JOB REQUIREMENTS**

- Be 18 years of age.
- High school diploma or GED
- Formal training in electrical, plumbing and carpentry, or 3 years related experience.
- Intermediate computer skills.
- Ability to operate all types of power tools.
- Ability to work outside of established work hours as needed, and to serve in an on-call capacity.
- Ability to supply their own tools as required, Martha Lloyd Community Services would supply specialty tools as needed.
- Able to perform essential duties listed above.
- Able to work on holidays and during inclement weather.
- Pass post-offer physical exam: Safety lift/push/pull/carry 50+ lbs. Constant bending, sitting, standing, walking, lifting, carrying, twisting and reaching. Frequent stooping, squatting, pushing, pulling and upper extremity grasping. Occasional climbing, kneeling, and driving.
- Pass post-offer drug screen.
- Possess and maintain a valid driver’s license and clean driving record.

This Job description is subject to change.

<b>Employee Name: (print)</b>		<b>Date:</b>	
<b>Employee Signature:</b>			
<b>Supervisor/HR Signature:</b>			