



The Club for Boys

Job Description-Maintenance Assistant

Job Summary: The function of the maintenance assistant is to support the Facilities Manager in the upkeep, repair, cleaning, and maintenance of the Club for Boys buildings and grounds, the Thrift Store buildings and grounds, and the company fleet of vehicles. The ideal candidate will be mechanically inclined, detail-oriented, safety conscious, and familiar with various tools and equipment.

Reports to: The Facilities Manager

Supervises: Volunteers, and custodial staff/contracted cleaning crew

Responsibilities and Duties

- Responsible for the appearance, cleanliness, upkeep, and maintenance of the Club's facilities
 - Work with club staff and custodial staff/hired custodial service to keep building clean
 - Assist staff in proper use of chemicals and keep cleaning supplies for staff use
 - Help maintain safe and secure storage for chemicals, tools, and equipment
 - Assist with regular maintenance on facilities through outside businesses, custodial staff, self and program staff
 - Responsible for cleanliness of facility for use by outside organizations as needed
- Responsible for maintenance within level of skill and expertise
 - Will assist with weekly walk throughs to determine maintenance items
 - Will assist with routine preventative maintenance schedules for weekly, monthly, quarterly and annual maintenance items
 - Assist with weekly duties such as buffing floors, carpet cleaning, trash pick-up, vehicle cleaning, outside windows, touch up painting and other duties beyond the scope of daily cleaning and housekeeping
 - Will respond to staff maintenance requests for maintenance and repair as assigned and able and in alignment with maintenance priorities
 - Will complete any paperwork as required or assigned
- Responsible for supervision of assigned volunteers and others regarding maintenance and cleaning
- Must follow safety protocols and guidelines and be aware of safety issues throughout facilities
- Other duties and scope of duties
 - Help set up and tear down for special events and activities
 - Assist with snow removal and lawn care of properties
 - Assist with vehicle Maintenance, upkeep, and cleaning of Club vehicles and buses

- Help maintain inventory, storage, and organization of maintenance equipment, supplies, and tools
- Assist with maintenance/custodial equipment repair and upkeep
- Respond to maintenance emergencies and urgent repair requests
- **Minimum Qualifications:**
 - High School diploma or equivalent.
 - 2 years Management experience preferred
 - Knowledge and experience in the handling, use and storage of cleaning chemicals.
 - Basic knowledge of word processing, spreadsheet, and e-mail/calendar software, preferably Microsoft Office
 - Valid driver's license. (Will be required to obtain a CDL in 90 days.)
- **Skills:**
 - Mechanical aptitude, knowledge of physical plant, and an understanding of scope of necessary repairs including electrical, plumbing to his/her ability
 - Basic knowledge of Microsoft 365 and software necessary for maintenance department
 - Good writing skills
 - Strong interpersonal and customer service skills
 - Ability to multi-task, solve problems, work under pressure and meet deadlines
 - Must possess mature judgment, neat personal appearance, tact and discretion
 - Detail orientated with proven organizational and planning skills
 - Self-starter with an ability to work with little or no supervision
- **Physical Requirements:**
 - Ability to lift, maneuver, and carry medium to heavy objects (i.e. 10-50 lbs.)
 - Must be able to stand for extended periods, bend squat, kneel, climb, reach above shoulder level and lift from high to low positions properly.
 - Good manual dexterity, good hand/eye coordination and good visual acuity.
 - Climb steps, inclines and ladder use.
- **Work Specifics:**
 - Full time, hourly
 - Daytime hours with flexibility but guided by Physical Plant Manager and necessity for oversight of responsibilities and duties. May require occasional morning/evening/weekend work hours to accomplish duties.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws

To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

I have read and agree with the above job description.

_____Date_____