

POSITION: *MAINTENANCE*

POSITION SUMMARY: *RESPONSIBLE FOR SAFE, PROMPT, ATTENTION TO ALL BUILDINGS AND PROPERTY.*

ORGANIZATION POSITION: *REPORTS TO OPERATIONS SUPERVISOR*

RESPONSIBILITIES & DUTIES:

- Responsible for safe, prompt service to all buildings and property.
- Maintains function and appearance of all buildings including repair, reconstruction and painting.
- Responsibilities include proper handling and storage of all materials used in the process of maintaining all property.
- Responsible for personal safety and operational safety all related equipment, including, but not limited to: understanding and using the safety features of the forklift, ladders and power tools; following all company regulations, training procedures, safety guidelines.
- Must understand and consistently use the proper body mechanics to be able to safely lift and load 100 lbs.
- Responsible for personal and operational safety of delivery and yard personnel, vehicles and equipment, keeping all areas of the yard and buildings in safe, neat, working order, with special attention to assigned area(s).
- Daily inspection of assigned vehicles and / yard areas for suspected, non-routine maintenance needs, promptly reporting all unsafe conditions and damaged material or property.
- Report to supervisor when an inventory item is below normal levels.
- Conduct yourself in a professional manner.
- Assist customers and fellow workers when necessary or as required.
- Other duties as assigned.

Physical Requirements: 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. While performing the duties of this job, the employee is regularly required to stand, and/or walk, and/or use arms and hands to load and unload material for extended periods of time. Must be able to safely lift and load 100 lbs. The employee must also be able to work outside in a variety of conditions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties and skills required of personnel assigned to this position.