

STODDARD BAPTIST GLOBAL CARE, INC.

Facility: WASHINGTON CENTER FOR AGING SERVICES

JOB DESCRIPTION

(GENERAL MAINTENANCE MECHANIC)

JOB TITLE: GENERAL MAINTENANCE MECHANIC
DEPARTMENT: ENGINEERING
CLASSIFICATION: NON-EXEMPT
REPORT TO: ASSISTANT DIRECTOR OF ENGINEERING

I. BASIC FUNCTIONS

- Responsible for performing highly diversified duties to install, troubleshoot, repair and maintain facility equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of the sites business goals and objectives.
- Performs general maintenance and repair of equipment and buildings requiring practical skills and knowledge in such trades as painting, carpentry, plumbing masonry, and electrical work.
- Perform general maintenance duties under the supervision of the Assistant Director of Engineering.

II. CHARACTERISTICS RESPONSIBILITIES

- Assist the Journeymen in performing required task
- Diagnose problems replace or repair parts. test and make adjustments and detect faulty operations, defective material and report those and any unusual situations to proper supervision
- Perform highly diversified duties to install and maintain production machines and the plant facility's equipment
- Provide emergency/unscheduled repairs of equipment during production and performs scheduled maintenance repairs of equipment during machine service
- Perform maintenance checks of the building and grounds of the facility and perform regular preventive maintenance on machines, equipment and plant facilities
- Perform a variety of plumbing maintenance and carpentry functions
- Read and interpret equipment manuals and work orders to perform required maintenance and service
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties
- Move equipment; arrange parts, and sort equipment and supplies
- Make recommendations for tools, equipment and parts
- Inspect fire extinguisher, test fire alarm system, emergency operators, boilers and support equipment in order to ensure safety
- Attend meetings and perform rounds as required
- Comply with safety regulations and maintain clean and orderly work areas
- Clean mechanical rooms and equipment to make sure they are maintained in a safe operating condition

STODDARD BAPTIST GLOBAL CARE, INC.

Facility: WASHINGTON CENTER FOR AGING SERVICES

JOB DESCRIPTION

(GENERAL MAINTENANCE MECHANIC)

- Perform other duties and assume responsibilities as requested by supervisor
- III. WORKING CONDITIONS/PHYSICAL EXERTION
- Work in all areas of building complex and outside of building complex
 - Position entails walking, stooping climbing, lifting and exposure to chemicals, fuel, oil and heat
 - Will be required to handle heavy objects, and work in all kinds of weather conditions
- IV. DUTY HOURS
- Minimum of 40 hours per week, or whatever is required for efficient job performance
 - Required to stay over during work day to respond to emergency problems
 - Required to respond to emergency calls, which may occur at any hour
 - Work weekends as required
 - Is classified as non-exempt and is eligible for overtime pay as approved by immediate supervisor
- V. MINIMUM ENTRY QUALIFICATIONS
- Requires a high school diploma/GED and completion of a craft apprenticeship, or an equivalent number of years of education and production maintenance experience 3+ years of general maintenance trade experience required; mechanical and industrial skills essential
 - Valid driver's license
 - Must be highly motivated and able to work independently
- VI. SUPERVISION RECEIVED
- Assistant Director of Engineering
- VII. SUPERVISION EXERCISED
- None
- VII. PERSONAL INTERACTIONS
- Interact with all staff in the completion of repairs, must be cordial, professional and present an attitude that is responsive to concerns

I, _____ have read the above job description and fully understand the conditions set forth therein. I will perform the duties of GENERAL MAINTENANCE MECHANIC to the best of my knowledge and ability. I have received a copy of this job description.

Date: _____ Signature: _____