

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.  
JOB DESCRIPTION**

**DATE ESTABLISHED:** 02/08/99  
**DATE LAST AMENDED:** 03/10/2015

**TITLE OF POSITION:** Maintenance I

**POSITION NUMBER:** 11-1

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:** One year verifiable experience in building and facility maintenance.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.452.

**SUPERVISOR:** Maintenance/Custodial Supervisor;  
Maintenance II upon direction of Maintenance/Custodial Supervisor

**POSITIONS SUPERVISED:** None

**SALARY MINIMUM:** \$24,960 (\$12.00 per hour)

**WAGE AND HOUR STATUS:** Exempt:     
Non-Exempt: xx

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:\***

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.

1. Perform duties as assigned by supervisor to assist in insuring the buildings, grounds and facilities are maintained in a high state of repair. This includes painting, cleaning and or repairing of buildings, and upkeep of grounds.
2. Assist in performing duties as required to keep all plant equipment, tools, etc. in good working order.
3. Follow established criteria or programs for preventive and scheduled maintenance to insure serviceability, reliability and cleanliness of all plant facilities.
4. Assist and/or fill in for custodial staff as required.
5. Coordinate with supervisor to procure parts, materials and/or supplies to provide the most efficient and economical repair of Center facilities and grounds.

\*Expectation regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

**OTHER ESSENTIAL FUNCTIONS:**

- Travel may be required between multiple service sites.

**Physical Demands:** Must have satisfactory health, stamina, and strength as the position necessitates frequent walking, standing, stretching, sitting, lifting and performing difficult maintenance tasks.

**Physical Requirements:**

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Sitting	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Driving vehicles	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Bending and/or Stooping	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent

Speaking:  Yes  No  
 Hearing:  Yes  No  
 Reading Comprehension:  Yes  No  
 Repetitive motion with hands, wrists, arms (e.g keyboard, typing, handwriting, etc.)  Yes  No

Ability to lift and carry up to 50 pounds.  
 Ability to handle stressful situations:  Minimal  Moderate  Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays/Weekends	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Not Anticipated

**Copy received by:**

\_\_\_\_\_ **Date** \_\_\_\_\_

\*Expectation regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.