

**LIFE MANAGEMENT CENTER
POSITION DESCRIPTION**
Last Revised 08/5/2026

Incumbent's Name:		Employment Status:	Regular/Full-Time
Job Title:	Maintenance Repairman	Reports To:	Maintenance Supervisor
Classification:	Non-Exempt	Supervises:	N/A

Life Management Center Mission: To provide comprehensive, integrated care that promotes the mental health and quality of life of our community members.

JOB SUMMARY:

Semi-skilled work performing maintenance and repair of buildings and equipment.

ESSENTIAL/CORE JOB-SPECIFIC DUTIES AND RESPONSIBILITIES

1. Completes work orders in a proper, efficient and timely manner as assigned by supervisor or as needed.
2. Completes Preventative Maintenance on facilities, equipment, and vehicles as assigned / scheduled or needed.
3. Initiates ad hoc or needed maintenance corrective actions for all identified problems, fire or safety hazards, defects, etc. while on-site in a building or during walk-through, or as directed by supervisor. Initiates work orders as indicated.
4. Performs after-hours on-call duty for facility emergencies as assigned or in accordance with schedule. Notifies supervisor prior to the start of on-call week of any conflicts in terms of availability; contacts supervisor or repair service company if unable to adequately respond to emergency.

OTHER JOB-SPECIFIC:

1. Performs carpentry, interior and exterior painting, furniture repairs, and electrical and plumbing, and AC/Heating maintenance repairs as assigned.
2. Requisitions materials and supplies as needed to ensure adequate maintenance response and repairs needs.
3. Keeps assigned service vehicle(s) organized and stocked.
4. Maintains maintenance shop tools, equipment and supplies in orderly, clean and safe manner. May be required at the discretion of supervisor or director to complete an extended work shift or schedule to ensure completion of essential duties or adequate coverage of the unit/program for safety/security purposes.

6. Moving of furnishings when setting up new programs or setting up new staff offices, to include moving furnishings from one building to another as required.

CENTERWIDE EXPECTATIONS

1. Performance Improvement: Initiates efforts to improve job, program, or Agency performance and quality of services. As appropriate, participates in Apalachee performance improvement initiatives or activities (e.g., work teams, committees, etc.).
2. Initiative/Acceptance of Responsibility: Demonstrates self-motivation and self-reliance. Performs tasks willingly and carries out assigned duties. Adjusts to peaks in work load; demonstrates flexibility and adaptability to change. Performs additional responsibilities as needed/required.
3. Attitude/Customer Relations: Demonstrates a positive, supportive, respectful and helpful attitude in interactions with all clients, visitors, other employees and the public. Contributes to cohesive group relationships; uses open communication to identify and resolve problems in and between units/departments.
4. Patient Safety: Demonstrates a commitment to ensuring services provided/job performed promote and maintain a culture of patient safety throughout the agency. Effectively communicates and proactively identifies risks to help reduce errors and other factors that may contribute to unintended adverse outcomes.
5. Performance Appraisal: Conducts or assures completion of the formal performance appraisal process for assigned staff and programs. Maintains at least 90% compliance with on-time completion and submission to HR for assigned appraisals.
6. Attendance: Observes assigned work hours, use and scheduling of leave, and punctuality. Provides notification of absences, tardiness and leave requests in accordance with the Agency's policies and procedures. Respects length of time taken for lunch breaks and work breaks.
7. Training and Education: Maintains compliance with required training in accordance with established time frames. Seeks opportunities to increase knowledge and competencies which benefit the position, program or Agency.
8. Other duties as required: Complies with changes in duties and assignments in a positive and cooperative manner.

QUALIFICATIONS:

Education/Experience:

- A high school diploma or its equivalent
- A minimum two years of experience in building maintenance and repair work.

Licensure or Certification:

- Must possess a valid Florida Drivers License and maintain authorization as an approved Center vehicle driver.

Competency/Skills

- Skill in repairing and maintaining building and equipment.
- Skill in performing minor electrical and plumbing repairs, painting surfaces and carpentry work.
- Ability to determine work priorities and insure proper completion of work assignments.
- Ability to communicate effectively verbally and in writing.

Knowledge

- Knowledge of procedures and methods used in repair and maintenance.
- Skill operating various tools and equipment used for maintenance and repair.

WORKING ENVIRONMENT/PHYSICAL DEMANDS:

Definitions for the frequency of occurrence:

Not Applicable (does not perform this activity)

Occasionally (performs activity up to 33% of the time)

Frequently (performs activity 34% to 66% of the time)

Continuously (performs the activity 67% to 100% of the time)

<u>Working Environment</u>	<u>N/A</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
Works inside	☐	☐	☒	☐
Works outside	☐	☐	☒	☐
Office setting, <u>business & clinical</u>	☐	☐	☒	☐
Works in well- lighted, temperature- controlled facility	☐	☐	☒	☐
Works in confined quarters	☐	☒	☐	☐
Works in community settings	☒	☐	☐	☐
Provides services in client's natural environment	☒	☐	☐	☐
Exposure to communicable diseases	☒	☐	☐	☐
Exposure to excessive noise	☐	☒	☐	☐
Exposure to marked changes in temperature and/or humidity	☐	☒	☐	☐
Exposure to dust, fumes, gases, radiation, Microwave	☐	☒	☐	☐
Drives motorized equipment	☐	☐	☒	☐
Travels for work.	☐	☒	☒	☐
			<u>Required</u>	<u>N/A</u>
Must report as regularly scheduled during severe weather			☒	☐

conditions (e.g. tropical storm, hurricanes, etc.) to ensure continuation of essential program service unless otherwise instructed by supervisor or prevented from reaching work station (e.g. roads flooded, driving restricted by law enforcement, etc.) Any delays must be communicated directly to the responsible supervisor.

<u>Mental Demands</u>	<u>N/A</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
Problem solve.	☐	☐	☐	☒
Make decisions.	☐	☐	☐	☒
Supervise.	☒	☐	☐	☐
Analyze and interpret data.	☐	☐	☒	☐
Organize.	☐	☐	☒	☐
Communicate orally and in writing.	☐	☐	☐	☒
Works under mental stress to meet deadlines	☐	☐	☒	☐

<u>Physical Demands</u>	<u>N/A</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
Standing.	☐	☐	☒	☐
Walking.	☐	☐	☒	☐
Sitting.	☐	☐	☒	☐
Balancing.	☐	☒	☐	☐
Stooping.	☐	☒	☒	☐
Kneeling.	☐	☒	☒	☐
Crouching.	☐	☒	☐	☐
Crawling.	☐	☒	☐	☐
Reaching/working overhead.	☐	☒	☐	☐
Keyboard use/repetitive hand motion.	☐	☒	☐	☐
Climbing.	☐	☐	☒	☐
Pushing.	☐	☒	☐	☐
Pulling.	☐	☒	☐	☐
Lifting (<u>greater than 50 lbs</u>).	☐	☒	☐	☐
Carrying (<u>greater than 50 lbs</u>).	☐	☒	☐	☐
Manual dexterity, audio-visual acuity to operate various business machines and computerized informational systems.	☐	☐	☒	☐
Operate heavy duty equipment.	☐	☒	☐	☐

OSHA CATEGORY (BLOOD BORNE PATHOGEN EXPOSURE)

Category 1: Position routinely involves potential exposure to blood, body fluids or other potentially infectious material. Position routinely participates in emergency patient care such as first aid, CPR and/or seclusion/restraint (CPI)

<u>Category</u>	<u>N/A</u>
☐	☒

Category 2: Position normal work responsibilities involve no routine exposure but exposure could occur, as in emergencies or unplanned situations, and these work responsibilities may be required as a condition of employment.

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Category 3: Position does not involve exposure to blood or other potentially infectious material. Position does not perform CPR, emergency care or first aid as a part of his/her duties.

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DISCLAIMER:

The statements contained herein reflect general details as necessary to describe the principle functions of this position. This is not intended to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with this position. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Individuals may be required to perform other duties as needed. This document describes the position currently available. It is not an employment contract. Apalachee Center, Inc. reserves the right to modify position duties and position descriptions at any time.

I have read this Position Description, understand its contents and agree to work in accordance with the requirements of the position and to perform all duties and maintain all standards in accordance with Agency policies and procedures. I understand and accept that I may be required to work in any location under the Agency's service areas.

Employee Signature

____/____/____
Date

Supervisor Signature

____/____/____
Date

A copy of this position description was provided to me on ____/____/____.
Employee Initial: _____