

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

DATE ESTABLISHED: 02/08/99
DATE LAST AMENDED: 10/03/2018

TITLE OF POSITION: Maintenance I

POSITION NUMBER: 11-1

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: One year verifiable experience in building and facility maintenance. Must have a valid Florida driver's license and meet all Center requirements for vehicle operations in Center and non-Center vehicles.

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: Non-Exempt: x

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.

OTHER ESSENTIAL FUNCTIONS:

1. Travel may be required between multiple service sites.

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

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"/>
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
 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. ADA Accommodations will be reviewed for persons with disabilities. We reserve the right to assess undue hardship that results from the provided accommodation and may need to rescind such reasonable accommodation if undue hardship results.

Copy received by:

_____ Date _____
Employee

_____ Date _____
Supervisor

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