

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

DATE ESTABLISHED 02/08/1999
DATE LAST AMENDED 03/10/2015

TITLE OF POSITION: Maintenance II

POSITION NUMBER: 11-2

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: Two years verifiable experience in building and facility maintenance. Knowledge of general carpentry, building construction, and plumbing required. Knowledge of electrical preferred.

SUPERVISOR: Maintenance/Custodial Supervisor;

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

POSITIONS SUPERVISED: None

WAGE AND HOUR STATUS: Non-Exempt

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 insure the buildings, grounds and facilities are maintained in a high state of repair. This includes painting, cleaning and repairing buildings, and upkeep of grounds.
2. Perform 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. Initiate requests to supervisor to procure parts, materials, and/or supplies to provide the most efficient and economical repair of Center facilities and grounds.
6. Complete all LMC work orders within 3 weeks of initiation.
7. Be available to perform emergency on-call responsibilities in absence of Maintenance Supervisor.

OTHER ESSENTIAL FUNCTIONS:

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

1. 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 & Other Requirements:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input type="checkbox"/> Driving vehicles	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input 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 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 **40** 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays/Weekends	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Not Anticipated

Copy received by:

_____ **Date** _____

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