Maintenance Assistant Job Description

**Summary:** The Maintenance Assistant repairs systems and components, troubleshoots, inspects and completes service requests and oversees preventive maintenance in an efficient and timely manner for the needs and comfort of House guests, staff and volunteers.

**Reports to:** Plant Manager

**Job Qualifications:**
- High school degree or equivalent
- At least two years related experience
- Knowledge in the following trades: Mechanical, Plumbing, HVAC, Carpentry, and Electrical
- Excellent interpersonal skills

**Competencies:**
Compassion; Must be able to speak, read and write English; Basic computer skills; Excellent mechanical skills; Self-motivated, knowledgeable and experienced with general maintenance and safety procedures including but not limited to boiler maintenance, electrical, hydraulic, steam and pneumatic systems. Problem solving and decision making; Flexible; Ability to interpret blueprints; Valid driver’s license and clean background check.

**Position Requirements:**

1. Assist in managing the day-to-day and long-term maintenance of Ronald McDonald House.

2. Run service calls, repair plumbing, electric, mechanical, carpentry and various types of equipment repairs in a timely and efficient manner.

3. Maintain proper scheduling of assigned duties and obtain materials to perform cost effective maintenance and repair activity.

4. Keep lines of communication open among the Guest Services staff, Operations Director, Executive Director, other staff and volunteers.

5. Report to Plant Manager items affecting (or potentially affecting) proper and safe operation of equipment.

6. Prioritize assigned maintenance work to properly execute emergency and/or mechanical failure response.

7. Develop appropriate plans in conjunction with the Plant Manager and contract out jobs as need and budgeted.
8. Maintain and monitor preventative maintenance program. Coordinate with Plant Manager to schedule necessary services.

9. Assure Ronald McDonald House vans are properly maintained, including gas, registration and oversee regular cleaning and maintenance.

10. Work as a team member with all staff at Ronald McDonald House, treating fellow staff members with respect and sensitivity to the requirements of their jobs.

11. Keep the House storage areas organized and clean and assist in packing away donations received. Keep the tools room organized and clean.

12. Provide an atmosphere of warmth and support by interacting with volunteer groups, meeting volunteer needs, providing information (including information on how to volunteer and how to donate), and by generally maintaining positive volunteer relations. Be the points person where groups help with maintenance tasks.

13. Maintain proper documentation of all assigned maintenance policies, procedures and schematics. Maintain the proper electronic recordkeeping of maintenance orders etc.

14. Maintain acceptable log of planned and executed maintenance activity.

15. Communicate relevant information with staff and participate in staff meetings.

16. Pursue opportunities for professional development.

17. Attend monthly Operations Meetings.

18. Maintain positive working relationship with CCHMC, House vendors, volunteers, and other persons associated with RMH.

19. Execute other House responsibilities as requested by Plant Manager, Operations Director and/or Executive Director.
Work Environment
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.  more than just office environment though?

Physical Demands
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. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee may frequently bend, climb ladders, reach and lift up to 55 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work
This is a part-time position.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

__________________________  ________________________
Employee signature          Date

__________________________  ________________________
Director of Operations/Plant Manager  Date

8/2015