



HONESTY INTEGRITY

ACCOUNTABILITY COMPASSION

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

<b><u>Date:</u></b>	June 9, 2017
<b><u>Position:</u></b>	MAINTENANCE II
<b><u>Location:</u></b>	TBD
<b><u>Work Hours:</u></b>	Monday – Friday, 8am – 5pm / <u>Must be available for after-hours emergency work orders</u>
<b><u>Classification:</u></b>	Full Time
<b><u>Benefits:</u></b>	Medical, Dental, Vision, Life Insurance, Disability Insurance, Retirement
<b><u>How to Apply:</u></b>	Complete application for employment

### **Job Description:**

The Maintenance II position is responsible for *skilled* repair of building systems, structures, and other areas.

**MUST HAVE A VALID DRIVERS LICENSE.**

**MHA requires pre-employment drug screening and is an equal opportunity employer.**



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## JOB DESCRIPTION

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Job Title: Maintenance II

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### SUMMARY:

General classifications for skilled journeyman level maintenance employees. Personnel in this classification must be certified in one or more of the trade classifications, but will perform a wide range of maintenance related tasks outside their primary area of certification. Position reports directly to the Director of Maintenance Operations.

JOB RESPONSIBILITIES shall include the following. Other duties may be assigned.

1. Provide lead direction to Maintenance employees and grounds workers.
2. Perform grounds maintenance, painting, masonry, plumbing, carpentry, electrical, and mechanical repairs to buildings and equipment.
3. Perform installation, repair, and maintenance in one or more of the following trades: carpentry, electrical, HVAC, masonry, painting, plumbing, locksmith.
4. Make estimates of labor, time, costs, and material for the completion of assignments.
5. Performs make-ready duties on vacant units.
6. Operate and repair power and other equipment.
7. Maintain work area and assigned spaces in a safe and orderly condition.
8. Provide reasonable care and maintenance and assume accountability for assigned Authority tools, equipment, supplies, vehicles, and other materials.
9. Other duties as assigned by supervisor.

### SUPERVISORY RESPONSIBILITIES:

Position supervises Maintenance I and grounds crew employees.

#### POSITION QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); plus two or more years experience in one or more of the building trades; or equivalent combination of education and experience.

#### COMMUNICATION SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to deal effectively with immediate associates or supervisors.

#### MATHEMATICAL SKILL LEVELS:

Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

#### PROBLEM SOLVING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

#### CERTIFICATES, LICENSES, REGISTRATIONS:

Must be a certified journeyman or rated as a craftsman in one or more of the trades. Must have a valid driver's license.

#### OTHER SKILLS AND ABILITIES:

Must utilize a wide range of powered and non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, pliers, screwdrivers, wrenches, oilers, and volt-ohm-amp meters. Must be willing and able to work flexible hours, overtime, off-shift hours, and weekends.

#### 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, or sit; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision. Average overall physical exertion is required in this position.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. Great care should be given to prevent injury to self and others. Seldom exposed to hazardous conditions. First aid kit and support belt available when needed. Attend periodic safety meetings. The noise level in the work environment is usually loud.

APPROVALS

EMPLOYEE  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_