

**Position Description**

**Title:** Maintenance Assistant/Weekend

**Reports To:** Maintenance Supervisor

Executive Director/Director of Operations

**Description Category:** Part-Time as directed by CSEP program

**Pay Rate:** $15.50/hr. from 2:00p-7:00p Saturdays & Sundays

**Job Description:**

Assist Maintenance Director with general cleaning and minor maintenance duties in maintaining building, adjacent walks and grounds, and equipment in clean, orderly and functional condition.

**Key Duties and Responsibilities: As directed by Supervisor.**

* Perform routine, repetitive daily inspection and maintenance necessary to building exterior/interior
* Maintain cleanliness of the halls, classrooms, offices, lobby and common areas
* Performs semiskilled tasks of a general nature in connection with maintenance, repair and construction tasks in the upkeep of the Club
* Assists and performs with maintenance, repair and construction work in the basic building maintenance trades, such as painting, electrical, basic plumbing
* Maintains building in clean and orderly conditions
* Inspect properties and communicate with management regarding proper grounds keeping and general cleanup and maintenance
* Perform general building keeping on a daily basis; inspect outside of building areas, insure disposal areas are kept clean and in a safe condition
* Prepares and paints walls and woodwork or performs other types of refinish; installs or repairs carpet; performs custodial duties as required
* Maintains accurate records of preventative maintenance schedules, and MSDS sheets.
* May perform weekly safety checks throughout the facility to ensure a safe and clean environment for the patrons of the facility and to eliminate all hazards

**Minimum Qualifications:**

* High school diploma or GED

**Disclaimer:**

The information presented indicates the general nature and level of work expected in this classification. It is not designed, nor is it interpreted, as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.