



## Job Description

<b>Position Title:</b>	Maintenance Assistant	<b>FLSA Status:</b>	Hourly <input checked="" type="checkbox"/> Exempt <input type="checkbox"/>
<b>Department:</b>	Maintenance	<b>Reports To:</b>	Facilities & Fleet Manager
<b>Direct Reports:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Position Summary:</b>	Responsible for assisting in the day-to-day maintenance of WACOSA facilities, vehicles and equipment.		
<b>Essential Duties:</b>	<p>All duties to be performed according to the established standard and in compliance with all company policies and procedures while maintaining regular, prompt attendance:</p> <ul style="list-style-type: none"> <li>• Performs repair maintenance on equipment, buildings and grounds</li> <li>• Maintains the grounds, landscaping and parking areas.</li> <li>• Conducts preventive maintenance according to schedules and documents maintenance done.</li> <li>• Responsible for floor care, including sweeping, dust mopping, wet mopping, auto scrubbing, carpet cleaning and refinishing</li> <li>• Removal of snow or anything else that prevents safe entry into and exit from buildings, driveways, parking areas or sidewalks</li> <li>• Maintain safety and act as a role model at all times.</li> <li>• Perform forklift and equipment (e.g. vacuum) maintenance, as required.</li> <li>• Schedule repairs on WACOSA vehicles and perform safety checks, as needed.</li> <li>• Implement safety and transportation policies and procedures in compliance with local, state and federal rules and regulations, including OSHA, Department of Transportation (DOT) and CARF. Work with the HR Manager as needed. <ul style="list-style-type: none"> <li>○ Schedule and conduct safety committee meetings in coordination with Human Resources Department as required.</li> <li>○ Conduct and/or coordinate the completion of monthly facility and equipment safety inspections organization-wide; documenting all follow-up actions taken, order supplies as needed.</li> <li>○ Conduct and/or coordinate the completion of staff training in areas related to: <ul style="list-style-type: none"> <li>○ OSHA (e.g. AWAIR, LOTO, RTK, Lifting, Exposures/BBP, SDS, etc.)</li> <li>○ Emergencies/Evacuations</li> <li>○ Vehicles/Driving</li> <li>○ Maintain training equipment and supplies according to department budget.</li> </ul> </li> </ul> </li> <li>• Coordinate on-going 5310 vehicle grant reporting, training, and grant management with applicable departments</li> <li>• Assist with ThriftWorks! and DocuShred pickups and delivery needs in coordination with those departments</li> <li>• Ability to operate safely all equipment, including but not limited to: trucks, client transportation vehicles, balers, skid loaders, snow removal equipment, forklifts etc.</li> <li>• Maintain current on all 245D trainings as to be available to support the programs' needs, including client supervision, transportation coverage and other duties as needed for service delivery.</li> </ul>		
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Interact and communicate with and about clients in a respectful manner.</li> <li>• Perform other duties within the department or other areas as assigned.</li> </ul>		
<b>Team Member Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work as an active and participatory member of the team using the guiding principles The WACOSA Way and Top 20.</li> <li>• Support positive team morale by monitoring own behavior, attitudes, and professional communication in daily interactions and in handling of disagreements or concerns.</li> <li>• Maintain positive and open communication with co-workers, supervisors, external customers, interdisciplinary team members (IDT), and all others you come in contact whom represent our clients.</li> <li>• Be familiar with and follow all WACOSA policies, procedures and practices while staying in compliance with all certifications, licenses, and accreditations for areas assigned.</li> <li>• Regular and predictable attendance is required in order for WACOSA to ensure staff to client ratios required by licensing. Be punctual and manage your Paid Time Off (PTO) according to established policies.</li> <li>• Provide transportation to consumers according to transportation policy and assignment.</li> </ul>		



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	<ul style="list-style-type: none"> <li>• Complete all your assigned training sessions by attending in-services, training classes and all other training opportunities within allowed deadlines.</li> <li>• Provide interaction with consumers and mentoring that results in increased:             <ul style="list-style-type: none"> <li>○ Independence in all areas of their day</li> <li>○ Healthy social interactions</li> <li>○ Self-regulated behaviors</li> <li>○ Opportunities to use skills in decision making</li> <li>○ Work opportunities and productivity</li> <li>○ Opportunities for consumer Self-advocacy</li> <li>○ Continuous use of Person-centered principles</li> </ul> </li> </ul>
<b>Physical Demands:</b>	<p>The tasks of this position require:</p> <ul style="list-style-type: none"> <li>• The ability to talk and hear.</li> <li>• Intermittent bending/twisting/reaching.</li> <li>• Use of hands to finger, handle or feel.</li> <li>• Ability to stand/walk, and may stand for extended periods of time.</li> <li>• Ability to observe visually.</li> <li>• Must be able to lift, push, pull, or support up to 50 pounds</li> <li>• Seventy-five percent of the work in this position requires physical movement (walking, lifting, bending, reaching, etc.)</li> </ul>
<b>Work Environment:</b>	<ul style="list-style-type: none"> <li>• May work alone, or with others and around others.</li> <li>• Will work both indoors and outdoors.</li> <li>• Extended days possible.</li> <li>• Extreme heat/cold, temperature changes, wet and/or humid conditions due to outside temperatures.</li> <li>• Works around noise, mechanical and electrical equipment, fumes/odors, and dirt/dust.</li> <li>• Travel regionally as needed.</li> </ul>
<b>Safety and Ergonomic Requirements:</b>	<ul style="list-style-type: none"> <li>• Must practice safe work practices at all times and report any unsafe conditions immediately.</li> <li>• Attend and participate in all required safety trainings.</li> <li>• Follow all personal dress requirements according to the established dress code and safety requirements.</li> <li>• Maintain a clear and safe work environment.</li> </ul>
<b>Qualification Requirements:</b>	<p>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.</p> <p><b>Education/Experience</b></p> <ul style="list-style-type: none"> <li>• High school diploma (or equivalent).</li> <li>• (1) One year of experience with maintenance or custodial work.</li> <li>• Experience with vehicle maintenance, production equipment, janitorial equipment, chemicals, and other miscellaneous equipment/ maintenance issues.</li> </ul> <p><b>Language Ability</b></p> <ul style="list-style-type: none"> <li>• Ability to read and interpret documents such as technical procedure manuals and government regulations.</li> <li>• Ability to write simple correspondence.</li> <li>• Ability to respond to questions and convey information so others such as managers, outside vendors, or outside contractors can understand.</li> </ul> <p><b>Math Ability</b></p> <ul style="list-style-type: none"> <li>• Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.</li> <li>• Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.</li> </ul> <p><b>Reasoning Ability</b></p> <ul style="list-style-type: none"> <li>• Ability to deal with common principles and practices in maintaining facilities and fleet.</li> <li>• Ability to interpret a variety of instructions furnished in written, oral, or diagram form.</li> </ul> <p><b>Computer Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrated competence in MS Office Suite and industry standard transportation software required.</li> </ul>



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	<p><b>Certificates, Licenses and Registrations</b></p> <ul style="list-style-type: none"><li>• Must be 20 years of age or older, possess a valid MN Driver’s License and insurable driving record; driving is required for this position.</li><li>• Must be willing to submit to a Health Card Physical, Motor Vehicle Check, Employment History, Criminal Background Check, and Drug Screen (post offer).</li><li>• Ability to maintain CDL license.</li></ul>
<b>Signature:</b>	<p><i>My signature below merely acknowledges receipt of this position description. I agree that this position description does not create an employment contract and does not waive the employment-at-will relationship. I acknowledge this description is only a summary or outline of the duties at this time and does not include all the direct and indirect duties that the entire job may entail or the services required. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. Furthermore, I acknowledge that the duties and responsibilities will vary with the needs of the organization, and that I am responsible for the acceptable performance of all the duties and responsibilities, whether assigned, implied, written, unwritten or would be assumed by a responsible person in this position. I also acknowledge that I must continue to meet all the qualifications of the position, stated or unstated, including but not limited to the education, experience, skill, physical, mental and emotional intelligence requirements, necessary to successfully perform all the duties and responsibilities of the position, written or unwritten.</i></p> <p>Employee Signature _____ Date _____</p>