

**CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER
POSITION DESCRIPTION**

POSITION TITLE:	Maintenance Worker	STATUS:	Non-Exempt – 35 hrs/wk
DEPARTMENT:	Property	LOCATION:	Elmira, NY

PRIMARY FUNCTIONS:

Under the direct supervision of the Maintenance Supervisor, the Maintenance Worker will provide day-to-day building and grounds maintenance and repairs to all agency properties.

SPECIFIC DUTIES:

1. Provide grounds maintenance to all owned and managed properties in accordance with seasonal demands as directed.
2. Provide routine maintenance and repairs to all owned and managed properties i.e. painting; plaster patchwork, lightbulb replacement, carpet cleaning, etc.
3. Provide new construction/general repair to all owned and managed properties.
4. Provide janitorial services to all owned and managed properties as directed.
5. Participate in the development of a seasonal calendar of routine maintenance tasks.
6. Assist with moving/relocating/transportation of household furniture and supplies.
7. Assist with moving/transporting donated appliances, furniture, household supplies.
8. Delivery and pick-up agency owned vehicles for maintenance on all agency owned vehicles.
9. Responsible for maintaining agency inventories.
10. Responsible for proper storage of agency equipment/supplies.
11. Responsible for the proper disposal of agency supplies/equipment/furniture/recyclables.
12. Responsible for agency documentation as required.
13. Responsible for on-call maintenance needs as required.
14. Adhere to all agency policies and procedures.
15. Other duties as assigned.

TITLE OF DIRECT SUPERVISOR: Maintenance Supervisor

QUALIFICATIONS:

High School Diploma or GED.
Experience in building and grounds maintenance. Basic knowledge of electric and plumbing.
A combination of education and experience may be substituted at the discretion of the Executive Director.

ADDITIONAL REQUIREMENTS:

- Ability to work independently and as part of a team.
- Ability to understand written, oral and computer instruction.
- Ability to multi-task and prioritize duties.
- Willingness to work a flexible schedule, based upon needs of the Agency.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Basic knowledge and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Background checks may be required per program regulations.
- Compliance: Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

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Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Frequently lift or move objects weighing up to 75 lbs. unassisted;
- Frequently lift or move objects of greater weight with assistance from other maintenance staff;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents.