



CUMBERLAND HOUSING GROUP

JOB DESCRIPTION

Position Title: Maintenance Assistant	Salary Grade: 5
Department: Maintenance Services	FSLA Status: Non Exempt
Reports To: Director of Maintenance Services	Last Reviewed: 4/1/2020
Positions Supervised: None	

General Description of Position

This is a non-skilled laboring work position at the basic level. Work includes, but is not limited to, janitorial, landscaping, painting and minor maintenance items. Position participates in a mandatory rotating overtime coverage schedule and will be required to perform periodic overtime.

Position Duties and Responsibilities

- Maintain strict confidentiality.
- Wear and maintain supplied uniforms and accessories.
- Maintain acceptable personal hygiene and appearance.
- Knowledge of Federal and State OSHA safety regulations, occupational hazards, and personnel safety procedures and attend training classes as directed.
- Demonstrate the ability to work independently and without constant supervision and/or direction.
- Performs janitorial duties inside and outside of all properties including but not limited to: sweeps, mops, strips and waxes floors; vacuums; cleans appliances; washes walls and windows; picks up trash; empties trash containers; and removes trash from building.
- Prepares vacated apartments for renting by performing janitorial, painting and minor repair work.
- Maintains landscaping by: mowing, trimming, removing weeds and vegetation growth, watering, raking leaves, planting shrubs and trees, mulching, removing damaged trees, and performing snow removal by shovel and snow blower.
- Performs basic building maintenance such as repairing hardware, adjusting doors, replacing light bulbs, and minor plumbing and electrical repairs.

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- Periodically verifies and checks life-safety and security equipment such as fire stairs, smoke detectors, fire alarms, door-intrusion alarms, and related devices.
- Checks buildings and equipment in emergency situations.
- Coordinates work with the Director of Maintenance Services, bringing to his/her attention discrepancies or needs in their respective sections as it relates to overall building operations.
- Perform other miscellaneous duties as assigned.

Work Environment

- The position incumbent works in both an inside and outside environment to perform job functions.
- Physical: Work is generally performed outside within properties owned by the Cumberland Housing Group. Essential functions require maintaining physical condition necessary for sitting, standing, working overhead and walking for prolonged periods of time.
- Mental: The incumbent must be capable of working closely and cooperatively with other people, both within and outside the organization and of varying degrees of mental competency.
- Environmental: Work is performed in a climate controlled office environment as well as inside and outside of the Cumberland Housing Group properties. Employee is exposed to various weather conditions and to possible disruptive residents and non-residents.
- Work will require daily county wide travel and occasional out of area travel to attend education, meetings, conferences, and seminars.
- Work will require interaction with a variety of officials including funders, investors, design professionals, legal, marketing, government, and business representatives.
- Will be occasionally required to enter and work in areas where mice, roaches, bedbugs, lice and other insects are present.

Required Qualifications for the Position

- Must be a high school graduate or have a GED.
- Must have valid vehicle operator's license with a driving record acceptable to the Cumberland Housing Group insurance carrier.
- Must have a negative criminal background.
- Required to complete a pre-employment physical and future physicals when directed.

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- Must participate in random employment drug and alcohol screenings.
- Must possess the proper attitude toward the elderly and low-income families and an understanding of how to deal with difficult people.
- Computer operation skills and knowledge of the Internet, Word and Excel software.
- Must have a cellular telephone and provide the number to staff in order to be reached during work hours to assign work.
- Must be physically qualified to perform duties of position and to perform assignments under unfavorable weather conditions such as extreme heat, cold, rain or snow.
- Must have knowledge of how to use general maintenance tools, equipment and techniques applicable to the level of assignment.
- Ability to perform heavy manual tasks including lifting.
- Able and willing to climb ladders and work from rooftops.
- All Maintenance Services Employees must supply the following basic hand tools:

Channel Lock Pliers	Straight Claw Hammer	Utility knife
Long Nose Pliers	25 foot Measuring Tape	Putty knife
Linemen's Pliers	9 – 12 inch level	Flashlight
Two sizes of Crescent Wrenches		
Standard Screwdrivers in assorted sizes		
Phillips Screwdrivers in assorted sizes		

Nothing contained in this Job Description or in any other materials or information distributed by the Cumberland Housing Group creates a contract of employment between an employee and the Cumberland Housing Group. Employment is on an at-will basis. This means that employees are free to resign their employment at any time, for any reason, and the Cumberland Housing Group retains that same right. No statements to the contrary, written or oral made either before or during an individual's employment, can change this. No individual supervisor, Department Director or officer can make a contrary agreement.

I have read and understand the duties and requirements of this position. I agree to perform my work according to this Job Description.

(Signature)

(Date)