

PART-TIME MAINTENANCE JOB DESCRIPTION

PURPOSE: Sincere desire and motivation to provide quality maintenance services to Aveyron Homes. The ability to work cooperatively and professionally with a team and to follow written and spoken directions, striving to improve the quality of life for the people serviced by Aveyron Homes.

HOURS WORKED: This is an hourly part-time position. Working up to 20 hours per week, the schedule may be flexible to accommodate the needs of Aveyron Homes and the employee. Hours and schedule will be agreed upon by the Maintenance Supervisor and the employee. May need to respond to “off duty/weekend” calls when able.

RESPONSIBLE TO: Maintenance Supervisor and ultimately to the Executive Director.

BENEFITS: ESST will be accrued as per company policy. Position is not eligible for full-time insurance benefits noted within Aveyron’s policy manual.

APPLICANT NOTICE: This information has been adapted from guidelines established by the U.S. Department of Labor and can be used to increase the safety and productivity of the workplace by helping to match employee ability more accurately with the demands of the job.

Employee and Employer must follow all the laws, rules, policies, and procedures regarding the Departments of Human Services/Health, OSHA, EEOC, and all other Federal, State, and local governments.

REQUIRED QUALIFICATIONS:

- 18 years of age or older.
- High school graduate or equivalent.
- Valid driver's license – DOT checks may occur.
- DHS background check(s) clearance.
- Email – Every staff must provide an email address for company communication. This address will be published in the Aveyron Mandated Reporters listing, which is posted at all Aveyron sites and in the Policy Manuals.
- May not be under the influence of illegal drugs, mind altering substances, or alcohol while on paid company time. Drug testing may occur.
- Literacy of the ENGLISH LANGUAGE is required. Employee must be able to hear, speak, and read in English to communicate with Aveyron clients and employees effectively.
- Able to sit, walk, and navigate stairs over a 6-hour period. Able to bend, kneel, stoop, and twist to complete necessary maintenance tasks.
- Capable of safely lifting a minimum of 50 pounds without difficulty.
- Capable of moving, lifting, and operating various household/power tools and yard equipment.
- Willing to use personal cell phone for work related calls without company reimbursement.

PREFERRED QUALIFICATIONS:

- Two years of maintenance type experience and basic household repair knowledge and expertise.
- Computer skills, including knowledge of using various Microsoft programs and cloud-based platforms/software.

RESPONSIBILITY: To understand and follow facility policies.

Performance will be up to standard when:

- A. Initial orientation is completed within 30 days of date of hire.

PART-TIME MAINTENANCE JOB DESCRIPTION

- B. The Vulnerable Adult (VA) policy, Maltreatment of Minors (MOM) policy, and the Service Recipient Rights are reviewed during orientation and then annually.
- C. Service Recipient Rights are observed and supported. Any issues or concerns noted with Service Recipient Rights are reported.
- D. Additional training is completed as necessary or as recommended.
- E. All company policies are followed, and the policy manual is used as a resource and referred to when questions arise.
- F. Confidentiality is always maintained.
- G. Support and promote positive teamwork. Work cooperatively with fellow employees.
- H. Constructive criticism is both accepted and given.
- I. Report any issues with property neighbors to supervisor or Executive Director. Advise neighbors to call Aveyron's main office if issues arise.

RESPONSIBILITY: To assure that all Aveyron properties are kept safe for residents and employees and in good repair.

Performance will be up to standard when:

- A. Repair/update/complete any minor task that may be creating a safety issue.
- B. Report any noted safety issues to Maintenance Supervisor.
- C. Share ideas for repairs/replacements of items that may be in need of any updates.
- D. Assist the Maintenance Supervisor to coordinate and supervise any contractors (i.e., cleaners, carpenters, plumbers).

RESPONSIBILITY: Assists Maintenance Supervisor in always keeping Aveyron properties and equipment in good condition and ready for inspections.

Performance will be up to standard when:

- A. Adjustments to the employee's hourly schedule, are made to accommodate the needs of daily tasks and projects. Scheduled hours will be previously discussed and approved by the Maintenance Supervisor.
- B. Assure all annual maintenance projects assigned are completed as scheduled.
- C. Carpets are kept clean at all locations by regularly scheduled cleanings.
- D. Change furnace filters monthly. Clean dryer vents and piping annually and change key box combinations as requested.
- E. Storage areas at all properties are kept clean and organized within standards set by the Fire Marshal.
- F. Outside windows are washed at least annually and as requested.
- G. Clean walls and woodwork as needed.
- H. Painting, varnishing, staining interior, and exterior surfaces as requested.
- I. Change light bulbs in hard-to-reach places and outside lights as needed and requested.
- J. Assist in assembling items such as beds, bookshelves, and cabinets as needed.

RESPONSIBILITY: Company vehicles will be maintained. Performance will be up to standard when:

- A. Vehicles are taken in for service on a regularly scheduled basis (i.e. oil change).
- B. Maintenance vehicles are maintained and cleaned, projecting a neat appearance.
- C. Vehicles' washer fluid and oil levels checked and filled as needed.
- D. Repairs are arranged as needed.
- E. Vehicles are driven cautiously and carefully following all laws.

