

<b>TITLE OF POSITION:</b>	<b>BUILDING MAINTENANCE I</b>
<b>CLASSIFICATION:</b>	<b>NON EXEMPT</b>
<b>RESPONSIBLE TO:</b>	<b>BUILDING MAINTENANCE SUPERVISOR</b>
<b>LIFTING REQUIREMENTS:</b>	<b>UP TO 80 POUNDS</b>
<b>EFFECTIVE:</b>	<b>NOVMEBER 5, 2018</b>
<b>REVISED:</b>	<b>N/A</b>

**GENERAL DESCRIPTION:**

Under supervision of the Building Maintenance Supervisor, the Maintenance I will assist in general plumbing, carpentry, remodeling, painting, minor electrical and varieties of other trade work in the maintenance and repair of Bienvivir facilities. History of said work performed is to be documented and recorded utilizing maintenance work order system to maintain quality assurance within the facilities.

**RESPONSIBILITIES:**

1. Operation and knowledge of hand, power and shop tools used in the course of construction, woodworking, and building maintenance such as power drills, saws, drill presses, joiners and painting equipment.
2. Complete work orders and document progress and status on work order utilizing the maintenance work order system.
3. Assist in the performing general maintenance and repair i.e.: assess situation; assemble necessary tools and materials
4. Assist in the identification and research of parts in detail for ordering submittal.
5. Perform monthly routine walkthroughs to identify and report any issues with HVAC systems, water heaters, roofing, GFCI outlets, dryer vents, and emergency equipment.
6. Perform general painting, drywall work, lightbulb changing, and furniture moving.
7. Assist in general construction to include wall fabrication, installation of windows and doors systems, and remodeling.
8. Assists in the monitoring of equipment on a monthly basis to perform basic cleaning on systems throughout all facilities. Complete Facilities Hazard Inspections.
9. Maintain clean and organized work environment.

**QUALIFICATIONS / REQUIREMENTS:**

1. Must have a High School Diploma or equivalent.
2. A minimum of 1 to 2 years working in Facilities/Maintenance field and/or equivalent experience.
3. Must be able to furnish own hand tools to perform assigned tasks.
4. Must have a VALID Texas driver's license.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge: Microsoft applications, to include Word and Excel Power Point; Maintenance software system; heating and cooling systems; generator system.
2. Communications Skills: Good verbal and written communication skills is a must to communicate through work order system and to procure materials.
3. Time Management Skills: Ability to work under stress and meet tight deadlines.

**BIENVIVIR ALL-INCLUSIVE SENIOR HEALTH** reserves the right to change or modify the job description and work hours as required by the program and business necessity.

EMPLOYEE STATUS: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ PRN \_\_\_\_\_ Temporary \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE PRINT NAME: \_\_\_\_\_