

## **ANNE GRADY CORPORATION**

**JOB CLASSIFICATION:** Community Maintenance Specialist

**DEPARTMENT:** Ancillary Services

**TITLE OF POSITION:** Community Maintenance Specialist

**IMMEDIATE SUPERVISOR:** Community Maintenance Manager

**NORMAL WORKING**

**HOURS AND SCHEDULE:** As Assigned

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### **JOB DESCRIPTION AND WORKER CHARACTERISTICS**

**KNOWLEDGE, SKILLS, AND ABILITIES:** 1) High school graduate or GED preferred; 2) Ability to understand, read, write, and speak English; 3) Ability to perform basic maintenance tasks; 4) Ability to perform basic plumbing skills; 5) Ability to perform basic servicing and repairs of heating/cooling units; 6) Ability to make minor automotive repairs and have general knowledge of auto maintenance; 7) Good driving record required; 8) Ability to perform basic carpentry skills; 9) Ability to repair small electrical appliances; 10) Ability to work independently and perform assigned tasks in a safe and timely manner; 11) Ability to work under adverse weather conditions; 12) Ability to push, pull, bend, sit, and stoop for extended periods of time; 13) Ability to lift 50 pounds.

### **POSITION RESPONSIBILITIES**

1. Performs ongoing, routine maintenance on assigned homes and facilities in the community.
2. Performs carpentry repairs, small electrical equipment repairs, plumbing repairs and general cleaning as required and assists in maintaining vocational service vehicles.
3. Assists with snow removal and lawn care as assigned.
4. Repairs and/or adjust wheelchairs and orders wheelchair parts under the direction of the Occupational Therapy Department.
5. Assists in the coordination and implementation of maintenance programs and projects as required, performs documentation of maintenance performed and provides accurate financial documentation for items purchased to perform maintenance, assists in ensuring that homes and facilities are operating within applicable state and federal regulations and communicates with supervisors of each home and department managers with any concerns in a timely manner.
6. Works and cooperates with Department Managers and Directors, volunteers, staff, and other department staff and supervisors in a positive and professional manner, attends training sessions and meetings as required and assists with special projects.
7. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.

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- 8. Exemplifies Corporation philosophy and follows all policies and procedures.
- 9. Performs related responsibilities, activities, and duties as required.

List of positions directly supervise.  
If more than eight, list totals only.

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Signature of Employee

\_\_\_\_\_  
Date

Form Pr-105  
Revised: 10/30/06

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Signature of Department Director