



## JOB DESCRIPTION

**Title:** Maintenance/Handyman (Part Time)

**Reports to:** Facilities Manager

**Department:** Maintenance

**FLSA Status:** Non-Exempt

\*This position does not do afterhours calls

*The Maintenance Technician will help HEP by providing maintenance services as needed and/or assigned in a wide range and addressing immediate needs or safety concerns throughout the campus. Occasionally will also be filling in as a Truck Driver for the Thrift Store as approved by the Facilities Manager.*

### **PRINCIPLE DUTIES AND RESPONSIBILITIES ESSENTIAL FUNCTIONS:**

- Maintain a superior customer service relationship with residents, co-workers, vendors and the community at all times with a professional demeanor
- Performs a wide range of maintenance skills on HEP campus (e.g. HVAC, carpentry, plumbing, electrical, irrigation, appliances, flooring, painting, window repairs, general cleaning, emergency cleanups, etc.)
- Turnover units; trash out, maintenance repairs and thorough cleaning, I.E. appliances, floors and walls
- Participates in weekly maintenance meetings, required training and continued on the job training (i.e. CPR, Bloodborne Pathogens, etc.)
- Organize, prioritize and ensure work orders and repairs are completed with accuracy
- Maintains maintenance vehicles; monthly inspections
- Maintenance garages; maintaining organization of tools and supplies
- Review work orders, complete the requested task and update all pertinent information related to the work order
- Implements preventative maintenance measures
- Transport all HEP and FDOT vehicles from HEP campus to service location for repairs
- Guide and lead volunteers on projects including coordinating supplies needed
- Abide by all HIPAA laws and regulations
- Required participation in On Call After Hours Program
- Follow all direction given by the Facilities Manager
- ***When filling in as a Truck Driver for the Thrift Store the following applies:***
  - Driving Box truck with an Assistant***
  - Loading, securing and unloading items safely***
  - Responsible for providing a professional and welcoming donor experience***
  - Maintaining tracking logs of all trips and mileage to be turned in for review and approval***
  - Oversee and train assistant on all responsibilities and required duties***
  - Responsible for reporting any concerns, safety issues or injuries immediately***



**KNOWLEDGE, EDUCATION AND ABILITIES REQUIRED:**

- High School Diploma or G.E.D and One year of maintenance experience preferred
- Sensitivity to the cultural diversity of clients to successfully work with diverse racial, ethnic and economic groups
- Ability to work independently with minimal supervision and as a team
- Adaptability with ease of workflow
- Must be willing to cross-train in various skills
- Basic Math, WORXHUB and Microsoft Office Suite (specifically Outlook and Excel)
- Have a valid driver's license, pass drug screening and background check successfully
- Successful DOT Physical and Certification Required (company paid) in order to drive FDOT vehicles

**WORKING CONDITIONS:**

- Up to 85% of the shift requires sitting, standing, bending, reaching, lifting and long periods of time on feet
- The physical environment requires the employee to work both inside and outside in heat, wet/humid, and dry/arid conditions
- Ability to lift up to 50lbs mandatory for position; anything over 50 lbs. will require a team lift

*The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and be a reasonable representation of its activities.*

*HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.*

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Employee Signature

\_\_\_\_\_  
Date