



# FIRST MIDWEST GROUP

## JOB DESCRIPTION

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**JOB TITLE:** Maintenance Worker

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Maintenance

**DATE:** July 26, 2018

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### **POSITION SUMMARY:**

The maintenance worker performs a variety of duties from building maintenance to ground maintenance. This position assists the maintenance department with keeping properties clean, updated and in working condition.

### **SUPERVISION:**

Reports to and works under the general direction of the Lead Maintenance Worker.

### **ESSENTIAL FUNCTIONS:**

*The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

*Painting, caulking, electrical maintenance (such as fixture or switch repair and replacement), plumbing maintenance (such as cleaning clogs and fixture replacement), HVAC maintenance (including filter replacement and basic troubleshooting), roofing repairs, window repairs, board-up activity, supervision of snowplowing and maintenance outside contractors for the quality of work, assistance in dispatching snow plowing and mowing contractors (and monitoring the quality of the work of those parties), furnishing tools, cleaning up properties and work areas, general grounds keeping and landscaping maintenance and a various types of work supporting the maintenance department. Experience with tuck-pointing is preferred.*

### **RECOMMENDED MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

Must be 16 years of age to apply. Must be ok with heights and elevation as some duties require scaffolding and ladders.

A thorough background investigation, including personal and professional references and criminal background will be conducted prior to offer of employment. Must be able to successfully pass a pre-employment physical examination and drug/alcohol screen following a conditional offer of employment. A valid state motor vehicle operator's license with a clean driving record is required.

**Skill in:**

- Time management skills, with the ability to multi-task and work with an extreme sense of urgency.
- Organizational and planning skills
- Clear written and verbal communication skills.
- Strong attention to detail.
- General property maintenance, with demonstrated experience in at least one specialty area of property maintenance.

**And ability to:**

- Work cross functionally with all departments and staff members.
- Communicate and interact professionally and cordially with contractors, vendors, management, and staff.
- Handle sensitive information with confidentiality and discretion.
- Read and comprehend both simple and complex instructions, short correspondence, and memos.
- Apply commonsense understanding to carry out detailed but uninvolved written or oral instructions.
- Exhibit strong problem solving and decision-making skills.
- Adapt to fast-paced environments where multi-tasking, attention to detail and accuracy are crucial.
- Comply with internal controls, policies and procedures as they pertain to this position.
- Maintain organization, meet deadlines, possesses integrity, confidentiality, and discretion in handling confidential information.
- Interact well with both internal and external customers.
- Establish and maintain effective working relationships.
- Maintain a positive attitude and professional demeanor.
- Safely operate a motor vehicle.

**CONTACTS OUTSIDE OF DEPARTMENT:**

This position frequently interacts with customers, vendors, contractors, suppliers, business owners and the general public.

**WORKING CONDITIONS:**

The physical demands described herein are representative of those that must be met by any an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee regularly works in a construction environment at properties, at new construction job sites, or in a warehouse environment. An individual in this position is frequently involved in active work, which does not involve sitting for any time. This position usually involves driving, walks, stands, stoops, kneels, crouches, crawls and exerts up to 90pounds of force by lifting, carrying, pushing or pulling objects. The employee is frequently required to see/observe, talk/speak and listen/hear; use their hands to handle, feel, or operate objects and equipment; repetitive arm, wrist, hand and eye movements are included. There is frequent twisting, reaching, wrist turning and grasping. The employee may be required to climb or balance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of construction equipment. Employee is required to use cognitive ability to reason, analyze and verbalize thoughts and ideas. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials or tasks.

The employee will spend the majority of the working day inside the maintenance department, speaking with other employees, vendors or contractors.

Attendance is required for a 40-hour work week.

**TOOLS & EQUIPMENT USED:**

Machinery and equipment including general maintenance, landscaping, painting, scaffolding and ladders.

**DISCLAIMER:**

*The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*First Midwest Group is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, First Midwest Group will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**REVIEW/APPROVALS:**

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date