



GRACE MGMT INC.
A CPF LIVING COMPANY

JOB DESCRIPTION

Grace Management, Inc.

Position: Maintenance Technician / Assistant

Reports to: Maintenance Director

Summary of Duties

Our buildings and grounds are the physical representation of our commitment to the health and happiness of our residents. The job of the Maintenance Tech/Assistant is to assure that the residents, families, and staff have no concerns regarding the safety and the up keep of the building, equipment, or the grounds. Responsible for the general maintenance operations for exterior and interior of the facility that includes electrical, refrigeration, plumbing, heating and cooling, structural, grounds care, and parking area. Renders quality maintenance services which meet resident needs and services and enhance safety. Position reports to the Maintenance Director.

Essential Functions

- Ensures maintenance/repair service level is maintained to include electrical, plumbing, refrigeration, heating and cooling, structural facilities, and grounds and parking areas
- Ensures timely response to requests for services by residents, associates, and management to include repair or replacement of all interior fixtures and furnishings
- Monitors the level and quality of services performed by outside contractors in accordance to all lease agreements, service contracts, and warranties
- Maintains accurate records to include serial numbers of all equipment
- Ensures implementations of ongoing Preventive Maintenance and Energy Conservation Programs
- Maintains emergency procedures and equipment and assists with the implementation of all emergency procedures for the safety of all guests and associates
- Maintains a clean and orderly work area free of hazards
- Establishes and implements an ongoing program for the orientations, training, and development of each employee that pertains to the fire systems and general maintenance of the facility



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- Maintains departmental communication through the effective use of staff meetings, logbooks, and bulletin boards
- Stays abreast of all technological advancements in the field
- Maintains adequate inventory of tools and supplies for maximum employee productivity
- Cleans light fixtures and replaces designated light bulbs
- Cleans the outside of resident apartment doors

Non-Essential Functions

- Supports and participates in the resident centered activity programs
- Participates in projects or committees as assigned
- Assists in variety of tasks involving residents as assigned

Knowledge, Skills, Abilities, Experience

- The ability to read and write in English
- Must be able to push loaded cart and use vacuum cleaner, buffer, and carpet cleaning machines
- Ability to lift at least 40 pounds
- Must be able to relate to residents and staff in a courteous and diplomatic manner under all circumstances
- Must be able to work flexible hours
- Must be in good physical health and free of communicable disease
- Successful criminal background check and drug testing required
- Mechanical aptitude
- Knowledge of proper cleaning materials and their use
- Experience in maintenance and repair of minor equipment
- Must be friendly and have excellent people skills
- Physical requirements include bending, standing, lifting, stooping, sitting, carrying, stretching, and walking
- Must have manual dexterity to operate equipment
- Ability to get along with others
- Ability to follow directions