



GRACE MGMT INC.
A CPF LIVING COMPANY

JOB DESCRIPTION

Grace Management, Inc.

Position: Maintenance Director

Reports to: Executive Director

Summary of Duties

Community buildings and grounds are the physical representation of our commitment to the health and happiness of our residents. It is the responsibility of the Maintenance Director to ensure the safety and upkeep of the building, equipment, and the grounds. Additional responsibilities include the general maintenance operations for exterior and interior of the facility to include 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. Provides leadership, direction, and training of all maintenance and/or ancillary facilities associates.

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, which includes, but not limited to fire and evacuation drills and other regulatory requirements.
- Maintains a clean and orderly work area free of hazards.
- Establishes and implements an ongoing program for the orientations, training, and development of each associate that pertains to all life safety systems and equipment and general maintenance of the facility.
- Maintains departmental communication through the effective use of associate meetings, logbooks, and bulletin boards.



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- Stays informed of all technological advancements in the field.
- Maintains adequate inventory of tools and supplies for maximum associate productivity.
- Cleans light fixtures and replaces designated light bulbs.
- Cleans the outside of resident apartment doors.
- Operates, maintains, and cleans housekeeping equipment such as vacuum cleaner, buffer, shampoo machine, and mop unit.
- Maintain clean working environment at all times.
- Performs heavy cleaning and moving of furniture and fixtures in apartments and throughout the community.
- Manages/performs apartment turn-over duties in assigned resident apartments.
- Complies with community policies and procedures.
- Is a team player, is collaborative, and provides assistance to other associates to contribute to the smooth operation of the department and community.
- Demonstrates safe and proper techniques for chemical/cleaning solutions.
- Demonstrates knowledge of emergency and safety procedures.
- Demonstrates knowledge of proper infection control technique including cleaning, storage, and food handling.
- Ensures proper SDS forms are maintained within the community.
- To be helpful and considerate of all departments and to assist the Executive Director and leadership team during an emergency.
- Attends daily stand-up meetings, weekly leadership team meetings, and safety committee meetings as scheduled.
- Perform related duties as assigned (cross training and utilization).

Non-Essential Functions

- Supports and participates in the resident centered activity programs.
- Participates in projects or committees as assigned.
- Attends all associate meetings including in-service education and associate functions, as requested by supervisor.
- Assists in variety of tasks involving residents as assigned.

Knowledge, Skills, Abilities, and Experience

- High School Diploma or GED required. Bachelor's Degree preferred, but not required.
- Minimum three to five years of experience in maintenance, carpentry, plumbing, electrical, or HVAC and repair of minor equipment.
- The ability to speak, read, and write in English.



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- 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 associates 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.
- Good grammatical and writing skills, proficient with email process and etiquette.
- 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.