

Los Angeles Mission, Inc. Job Description

Job Title: Maintenance Worker
Department: Facilities
Reports To: Facilities Manager
FLSA Status: Regular, Full Time, Non-Exempt
Prepared By: Human Resources Department
Approved Date: Revised June 2020

SUMMARY:

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities. Aid Facilities Manager in maintenance and upkeep of LAM by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Included but not limited to the following: (Other duties may be assigned.)

- Makes necessary repairs on building structure/systems. (i.e. electrical, plumbing, locks, doors, and walls, etc.). Also is responsible for machinery, appliances, and equipment within the facility.
- Completes all maintenance work orders approved by the Facilities Manager.
- The employee unloads 50 lb. salt bags and maintains salt vats and cleans up work area at the end of each task.
- Maintains the maintenance room in a clean and orderly fashion. This includes the upkeep and maintenance of all service equipment and tools owned and operated by the Los Angeles Mission.
- Submits ideas and theories for possible cost savings, energy savings, and recycling incentives which will assist in the operation of the Los Angeles Mission.
- Implements directives given by the Facilities Manager for the general well-being of the Los Angeles Mission.
- Follows all safety procedures and precautionary measures to eliminate injury and risk at the Los Angeles Mission.
- Maintains the equipment that ensures the safety and comfort of all Mission employees, and guest. (i.e. fire-life–safety-equipment, elevators, H.V.A.C.).
- Work with vendors, consultants, and supervisors to improve the operation of the building and reduce costs of operating the facility.

SUPERVISORY RESPONSIBILITIES:

Supervise student workers as assigned.

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/or EXPERIENCE:

One-year certificate from college or technical school, or three to six months related experience and/or training, or equivalent combination of education and experience. Employee must have experience using basic hand and power tools, scissor lift, jack lift, jackhammer, ladders, power fed snakes, painting supplies, cart, dolly, and pallet jack.

TECHNOLOGY SKILLS:

Computer literacy is required. Must minimally be able to operate Microsoft Word, Microsoft Outlook, and internet-based applications like cloud-based maintenance software systems, Paychex Flex Employee/Manager Self Service Portal and Outlook Web Access with ease. Other business software may be deployed related to job functions.

LANGUAGE SKILLS:

Ability to read and interpret complex schematic drawings such as blueprints, electrical wiring, conveying systems, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of organization. Ability to handle guests with courtesy, tact, and diplomacy.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current Driver License.

LOS ANGELES MISSION EVENTS:

All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is constantly required to lift, carry, and handle objects. The employee is frequently required to walk and bend. The employee is occasionally required to sit, stand, kneel, crawl, twist, balance, climb, pull, push, reach, use fingers, taste, and smell. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee will be exposed to carriers of contagious diseases. The employee may have to deal with irate and irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc.

LOS ANGELES MISSION IS AN EQUAL OPPORTUNITY EMPLOYER:

and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status, except as allowed by federal statute under Title VII of the Federal Civil Rights Act.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date