

JOB DESCRIPTION

Job Title: Maintenance

Ministry: Marygrove

Reports To: Director of Residential Services

Date: 5/1/2024

OUR MISSION

To bring the healing, help, and hope of Jesus Christ to those in need with a compassionate, caring presence.

POSITION SUMMARY

The Maintenance Technician assists the Maintenance Department by overseeing the care of the vehicles and outdoor work at Marygrove.

OVERVIEW & RESPONSIBILITIES

- 1) Completes assigned work orders
- 2) Visually inspects premises and tests machinery and equipment
- 3) Repairs and maintains physical structure of establishment such as painting, wall repairs, window repairs, moving furniture, housekeeping duties, snow removal, and floor care
- 4) Listens for unusual sounds from machines or equipment to detect malfunction and discusses machine operation variations with supervisors or other maintenance workers to diagnose problems
- 5) Cleans and lubricates parts of machinery
- 6) Installs, programs, or repairs automated machinery and equipment
- 7) Oversees the care and function of the vans
- 8) Assists with yard work

9) Help the organization meet its quality improvement, evaluation, and reporting requirements by contributing to developing outcomes, participating in data collection, interpreting data and applying it to improve practices and outcomes

10) Performs other duties as may be assigned by the supervisor

KNOWLEDGE & EXPERIENCE REQUIREMENTS

High school or equivalent

Facilities maintenance: 1 year

Floor Care: 1 year

Landscape maintenance: 1 year

EMPLOYEE NAME

DATE

HR REPRESENTATIVE

DATE