

**PRESBYTERIAN VILLAGE AT NORTH CHURCH, Inc.**  
**JOB DESCRIPTION MANUAL**

DEPARTMENT: Maintenance  
SUBJECT: Maintenance Assistant  
DATE REVIEWED: 01/21

**GENERAL STATEMENT OF DUTIES:**

Responsible for completing jobs related to the maintenance of the building and grounds. Reports to the Director of Maintenance and/or the Administrator.

**EDUCATION/EXPERIENCE REQUIREMENT:**

Working knowledge in plumbing, heating, electric, and carpentry cutting lawns and trimming. Ability to assess a situation, determine the problem and accomplish the job in a time and cost effective manner. Must have valid driver's license.

**PHYSICAL REQUIREMENT:**

Must be able to lift, push, pull, bend and squat. Vision must be adequate for distance and reading. Must be able to stand or sit for long periods of time. Frequently required to push/pull over 10 pounds. Occasionally required to push/pull over 25-50 pounds. Frequently required to lift/move over 10-25 pounds. Frequently required to be able to grasp, push, pull, carry or otherwise manipulate objects such as brooms, mops, etc. Continuously required to perform tasks requiring action of muscles or groups of muscles such as walking, stooping, etc. Continuously required to perform tasks which require hand-eye coordination. Continuously required to be able to speak clearly and make self understood in face to face interactions. Continuously must be able to remember multiple verbal and written tasks/assignments given at beginning of period extending several days to several months. Frequent, possibly daily, exposure to seasonal conditions in outside weather.

**EXAMPLES OF JOB DUTIES: IMPORTANT – Duties with an “\*” are considered an essential function of this position.**

1. \*Perform repair work as assigned by the Director of Maintenance.
2. \*Replace and fix leaky fittings, washers, and faucets. Repair/replace plumbing as necessary, including, but not limited to, installation of faucets, sinks, dishwashers and garbage disposals.
3. \*A working knowledge of replacing/installing electrical plugs, cords and switches to code.
4. \*Install/replace or fix ranges and microwaves.
5. \*Upkeep grounds including cut grass ( using mower and lawn tractor) and trim landscaping. Operate truck and snow blower for snow removal. Move cars for snow plowing.
6. \*Upkeep buildings including painting, washing windows, replacing wood trim, shingle repair and minor roof work. Painting skills must be high quality for prompt apartment turnover.
7. Must be respectful while in residents' apartments by performing maintenance repairs promptly and as quietly as possible.
8. \*Provide assistance in determining when a vendor should be brought in on specialty work beyond our capabilities. Ensure cost effectiveness of department decisions.

- 9. \*Consult with the Director of Maintenance in planning upgrades or repairs to buildings and equipment.
- 10. .\*Regular attendance and punctuality. Must be able to work assigned shift. Must be able to work holiday, weekends, flexible hours and overtime as needed.
- 11. \*Ability to work cooperatively with departments and personnel of PVNC..
- 12. \*Uphold and adhere to all Department, Facility and Corporate policies and procedures.
- 13. Performs other duties as assigned.

**ACKNOWLEDGEMENT**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Maintenance Assistant and agree to perform the identified in a sage manner and in accordance with Homes' established procedures.

DATE: \_\_\_\_\_ SIGNATURE OF EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE OF SUPERVISOR: \_\_\_\_\_