



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

## Job Description

*Job Title:* Maintenance Worker

*Department:* Administration

*Position Status:* Non-Exempt  
Full Time

*Supervised by:* Property Manager

### *General Statement of Duties:*

This position is responsible for the janitorial, maintenance tasks, and basic repair on buildings and grounds of Agency-owned and/or managed properties, ensuring a safe, sound, and attractive environment.

### *Specific Duties or Typical Work Activities:*

- Make basic carpentry, electrical, mechanical, and plumbing repairs
- Perform various janitorial and cleaning duties, including dusting, vacuuming, and/or mopping of rooms, hallways, restrooms, stairways, windows, etc.
- Complete interior and exterior painting and touch up as necessary
- Pick up and deliver supplies and materials between properties
- Assemble furniture or equipment as needed
- Maintain exterior appearance and access to properties, including landscaping and snow removal
- Report status of work accomplished or in progress to supervisor
- Work with others, including outside contractors and consumer employees, to ensure jobs are completed
- Remove garbage and recycling
- Keep properties in clean and orderly condition
- Ensure cleaning equipment remains in working order
- Complete supply order requests as necessary
- Other related work, as requested

### *Required Knowledge and Skills:*

- Time management and self-initiation skills
- Strong attention to detail
- Ability to stay organized while maintaining a clean work environment
- Ability to use hand and power tools to make minor repairs
- Ability to operate cleaning equipment such as vacuums, buffers, and scrubbers
- Ability to operate grounds equipment such as riding mower, push mower, trimmer, and snow blower

### *Qualifications:*

- High School Diploma or equivalent preferred
- Training/experience with HVAC and/or construction technologies preferred
- 2 years of experience working in janitorial, maintenance, physical buildings or other related field required
- Ability to lift and carry objects weighing up to 65 pounds
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow

### *Additional Expectations:*

- Must have a valid NYS Driver License and an acceptable driving record
- Must work the expected 40 hours weekly, Monday-Friday

Catholic Charities of Cortland County is an Equal Opportunity Employer.

Last Updated: 8/2/2019



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- Must comply with Agency and program policies and procedures
- Required to understand and abide by the laws, regulations, policies, and procedures that apply to the program or services provided
- Required to report any known or suspected violation of laws, regulations, policies, or procedures related to programs, services, Agency operations, or personnel of the Agency
- Required to maintain accurate statistical records and documentation including, but not limited to, individual client records, billing records, medication records, daily log, expense sheets, purchase orders, petty cash, client funds, mileage records, and menus.
- Required to ensure that employees and volunteers are aware of and abide by the laws, regulations, policies, and procedures that apply to the program or services provided
- Process reports of known or suspected violations with the Agency Compliance Officer, without any retaliatory action against any employee