

WESTMINSTER VILLAGE

JOB DESCRIPTION

TITLE: General Maintenance

EXEMPT STATUS: Non-exempt

REPORTS TO: Plant Operations Director

GENERAL SUMMARY:

The General Maintenance worker is tasked with overseeing all elements of the physical facility. Under the supervision of a manager, they perform preventive maintenance, routine servicing, seasonal repairs, and updates to building equipment, as well as plumbing repairs.

Essential Job Duties:

- Conduct routine inspections of buildings, equipment, and systems to identify maintenance needs.
- Perform general repairs, including plumbing, electrical, HVAC, carpentry, and painting tasks.
- Maintain landscaping and outdoor areas, including mowing, trimming, and seasonal clean-up.
- Respond promptly to maintenance requests and troubleshoot issues as they arise.
- Assist in the setup and breakdown of facilities for events and activities.
- Maintain an inventory of necessary tools, supplies, and materials for maintenance tasks.
- Ensure compliance with safety standards and regulations while performing maintenance work.
- Document maintenance activities and repairs in a maintenance log or database.
- Collaborate with other staff members and contractors as needed.
- Monitor and record assigned data from meters and gauges on assigned equipment such as boilers, water heaters, etc.
- General understanding of the TELS maintenance system.

Qualifications:

- High school diploma or equivalent; additional technical training or certification is a plus.
- Previous experience in maintenance or a related field preferred.
- Basic knowledge of plumbing, electrical systems, and HVAC.
- Strong problem-solving skills and attention to detail.
- Ability to lift heavy objects and perform physically demanding tasks.
- Good communication and teamwork skills.
- Valid driver's license and reliable transportation may be required.

Other Duties: (continued)

1. Performs specific work duties and responsibilities as assigned by supervisor.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Moderate to heavy physical effort; may be exposed to the elements (heat, cold, rain, snow); work in area with high voltage electricity, hazardous equipment and moving parts; work on roof top and other high places; ability to set up and climb ladders safely with tools and equipment necessary for assigned work; must be able to lift 80 pounds must be able to work, stand and stoop for an extended period of time (over 80% of the time); exposure to a variety of chemicals and dust daily; may be exposed to the HBV and HIV viruses.

HOSPITALITY FOCUS:

The Westminster Village fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

WELLNESS FOCUS:

The Westminster Village employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.

DISCLAIMER:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature

Supervisor Signature

Date

Revised 9/2018