THE MYRON STRATTON HOME

Position Description

Position Title: Building Maintenance Mechanic I

Department: Maintenance Position Answers to: Building Maintenance Supervisor

Position Pay Range: $21.92 – $22.60 per hour

Position Summary: Performs general building and maintenance task. Creates a safe working environment for residents, staff and visitors at the Myron Stratton Home.

Primary Job Duties

Essential Functions
Safely perform maintenance on all buildings in the area of painting, carpentry, masonry, hardware repair, locks, plumbing, heating, ceramic tile work, concreted finishing and fire monitoring/suppression equipment systems and elevators.
Responsible for radon testing and mitigation
Maintains community telephone lines and service from the d-mark to the user including updating records and charts of the system.
Safely operate and maintain tools and equipment in accordance with operator/owner's manual.
Maintain Material Safety Data Sheet book for all products used by the maintenance section.
Maintains safe, secure and healthy environment by adhering to organization standards and policies, and to legal regulations: alerting others regarding potential concerns.
Improves building maintenance job knowledge by attending training sessions: reading technical publications.

Duties and Tasks: Follows existing policies, practices and procedures. Refers questions and problems through appropriate chain of command. Identifies and reports quality concerns. Completes other reasonable duties at the discretion of management.

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.

QUALIFICATIONS
High School
Valid Driver's License
Painting, carpentry and masonry work
The General Maintenance Crewmember performs skilled work in the painting, installation, operation, maintenance, modification, service and repair of mechanical, plumbing and structural systems. May also perform routine carpentry work using hand and power tools and precision measuring and testing devices to repair or remodel existing structures according to work orders or verbal instructions.
Requires general mechanical abilities that include, but not limited to, skills in the use of small hand and power tools, mechanical equipment and materials applicable to the mechanical trades.
Current knowledge of fire, life, safety and building codes and standards and ability to research and apply related codes and standards.
Performs basic plumbing work by repairing existing plumbing and pipe lines, replacing washers in valves, installing plumbing fixtures, such as sinks, toilets, water heaters and connecting them to outlet and inlet pipes by fitting with gaskets, couplings, traps, valves, and soldering connections to seal joints, and opening clogged drains and stopped-up toilets.
Responsible for general maintenance and repair of all apartments and facility buildings.
Strong interpersonal and communication skills, and the ability to work effectively with a diverse staff.
Must have excellent organizational skills.
Must be able to stand for extended periods of time: able to lift and carry heavy objects: able to stoop, kneel and reach in high places.
Ability to understand, follow and give written and oral instructions.
Have the ability to hear and talk with residents, other staff and the general public.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Rarely	Occasionally	Frequently
Extreme cold		X	
Extreme heat		X	
Humidity/wet		X	
Noise		X	

Hazardous materials		X	
Temperature changes		X	
Atmospheric changes/conditions		X	
Vibrations		X	

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Meeting the essential functions of the job will requires light to moderate work.

Physical Demand	Rarely	Occasionally	Frequently
Carrying			X
Climbing/climbing stairs			X
Crouching			X
Grasping/Gripping			X
Handling			X
Kneeling			X
Lifting (Floor to waist & overhead)			X
Pinch		X	
Pulling (Horizontal & Vertical)			X
Pushing (Horizontal & Vertical)			X
Reaching (Abduction)			X
Reaching (Adduction)		X	
Reaching (Floor to Waist & Overhead)			X
Reaching (Above Shoulder)			X
Reading		X	
Repetitive Motions			X
Sitting		X	
Standing			X
Stooping			X
Vision (Near)			X
Walking			X
Wrist Deviation (full rotation)		X	

The following *Competencies* are an integral part of the functions for this position:

Competency	Description
Analytical Thinking	Practices investigative techniques to determine the best approach.
Leadership Skills	Does not manage employees, but may mentor and/or train subordinates.

Company Knowledge	Understands how his/her team contributes to the department to meet the goals defined.
Business Impact	Responsible for the team meeting goals and objectives.
Functional Knowledge	Understands his/her discipline and good conceptualization of processes.
Managing Change	Helps others manage departmental changes.
Strategic Responsibility	Contributes to strategy for his/her team.
Job Impact	Department.
Influence	Develops respect for ideas and proposals within the department.
Collaboration	Maintains mutually beneficial partnerships with other functions.
Problem Solving	Arrives at a conclusion based on previous experiences and good judgement.
Communication Skills	Advanced communication skills involving complicated topics.

Additional Expectations of the position:
Performs grounds maintenance tasks when required, to include snow removal, lawn mowing and irrigation maintenance.
Works overtime as required due to emergencies, weather related and/or special events as needed.
Upon request, may perform additional essential functions as assigned and assist other employees, including disabled employees, in meeting the minimum requirements of their jobs as required.

You will be asked to provide the following:

1. Authorization to work in the United States
2. Authorization to request a Criminal Background report
3. Authorization to request a Colorado Adult Protective Services background report (in the case of position of direct resident care-such as nursing).
4. Authorization to request a Drug Screening report
5. Authorization to request a Driver's Motor Vehicle background report (in the case of a position that will be driving company/business vehicles).

If you are interested in this position, you may apply by doing one of the following:

- Submit your resume to myronstratton@myron.org
- Visit the Office at 555 Gold Pass Heights Colorado Springs CO 80906
- Visit the Home's website at www.myronstrattonhome.org