

Texas Lions Camp, Inc.
Job Description

Job Title: Maintenance Worker
Department: Maintenance
Reports To: Maintenance Foreman
Prepared By: Stephen S. Mabry, CEO
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Summary Maintains and repairs physical structures of buildings and maintains grounds by performing the following duties.

Essential Duties and Responsibilities

Include the following, but other duties may be assigned:

- Receives written work orders or verbal instructions from supervisor
- Cuts grass and trims weeds on organization's property
- Maintenance of existing landscapes and decorative garden areas
- Cleans internal areas of buildings, including buffing, dusting, sweeping, and mopping
- Washes windows
- Empties trash cans and consolidates trash for weekly pickup
- Paints interior and exterior walls and trim
- Operates backhoe to dig trenches for water and sewer pipe
- Repairs parking lot and sidewalks with asphalt, cold patching materials, and concrete
- Maintain buildings, activity areas and parking lots and sidewalks during inclement weather or icy conditions
- Maintains and repairs buildings' plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses
- Repairs or replaces building brick, stone, and concrete
- General carpentry to maintain buildings
- Replaces worn or damaged parts such as hoses, wiring, and belts, in machines and equipment such as truck, street sweeper, and riding mower.
- Assists other departments with moving furniture and unloading and storing supplies

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.



- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities.

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.

Education and/or Experience

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Bi-lingual capabilities a plus.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have basic knowledge and ability to navigate the internet and use a browser and email (internet software).

Certificates, Licenses, Registrations

License or Certificate in any of the trades such as welding, carpentry, plumbing, electrical, water systems, swimming pool systems, HVAC, etc...Some weekends required.



Physical Demands & Work Environment

The physical demands and work environment characteristics 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.

While performing the duties of this Job, the employee is regularly required to engage in active and rigorous activity in both indoor and outdoor settings and in all types of weather extremes. The employee must regularly lift and /or move up to 25 pounds; however, this amount may be exceeded from time to time.

From time to time, the employee may work with and around hazardous materials that could pose health risks. Employees are required to inquire about safety policies, equipment and any concerns with their supervisor prior to undertaking work assignments.

Long hours and work weeks are to be expected, especially during the summer months. Some weekends will be required during the Fall and Spring months, and will be required more regularly during the summer, program months. Staff will not be permitted to take paid-time-off (PTO) or other types of leave during the summer camp program without written permission from their supervisor or CEO.