

Maintenance Assistant

Job Title: Maintenance Assistant	Posting Date:
Status / Shift: Part Time on-call	Location: Corporate

Community Opportunity Center (COC) offers a rewarding career experience working with adults with developmental disabilities. COC employees receive competitive wages, excellent benefits, retirement funding and ongoing training and professional development.

General Statement of Responsibilities:

Under the supervision of Maintenance Associate, the maintenance assistant will support the routine maintenance in and out of the homes and fleet management. Assisting with landscaping, painting, and general equipment upkeep.

Assist the Maintenance Associate on the upkeep of the interior and exterior of the homes affiliated with COC, keeping them in a state of repair and general upkeep that ensures the various homes' safety and appearance meet the standards desired by COC, our position as a considerate neighbor, and as required by any outside regulatory or monitoring agencies.

The maintenance assistant will promote an unconditional "culture of gentleness" by using positive support and approaches and always treating people with dignity and respect. She/he will adhere to COC policies and procedures, public acts, rules, and regulations under which homes associated with COC operate, including directives and standards required by Managers of Comprehensive Provider Networks

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Perform general maintenance and grounds keeping duties.
- Performs general manual labor tasks including loading, unloading, lifting, and moving materials.
- Perform basic and general repair and maintenance of buildings, facilities and /or equipment as needed.
- Maintain a safe working area.
- Be available for on-call needs of the organization.

Qualifications:

- Must be at least age 18 and have a valid Michigan driver's license.
- Must maintain the ability to be insured by COC's insurance carrier.
- Must have reliable transportation.
- Must be physically able to walk various types of terrain, handle exposure to all types of weather, walk and stand for long periods,
- Must have the physical capacity to lift various weights in excess of 50 pounds.
- Ability to take direction and communicate clearly and effectively.
- Exhibit emotional maturity and sound judgment.
- Ability to meet deadlines.
- Proactive approach to problem solving.
- Be flexible in his/her work schedule.

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Schedules

This is a part time on-call position. Schedules can vary depending upon weather conditions. Hours may vary with weather conditions or needs within the homes. Work hours may be days, weekends, and holidays.

Employee Signature: _____ Date: _____