



## Maintenance Worker

### Job Description

Maintenance worker is responsible for performing repair work requiring the knowledge of a variety of skilled trades, including, but not limited to carpentry, plumbing, electrical, painting, and masonry. Maintenance worker focuses on resolving safety and operational concerns. Maintenance worker ensures that the facilities are safe and in operating condition for all staff. He will work directly under the Maintenance Manager.

### Duties and Responsibilities

- Inspects the building, grounds, and equipment.
- Handles necessary repairs and maintenance.
- Installs equipment and appliances.
- Follows local and state building codes.
- Complies with all company safety regulations.
- Keeps a maintenance log and writes shift reports.
- Reports any issues to the maintenance manager.
- Responds to repair and maintenance requests in a timely fashion.
- Loads and unloads equipment and tools into work vehicles if needed.
- Follows written and verbal instructions from the maintenance manager or clients.
- Collaborates with the maintenance team and contractors as needed.
- Reads and follows manuals, and other written instructions.
- Uses equipment, including power tools, hand tools, electric tools, and plumbing tools.
- Meet with utilities workers for inspections at ZFA locations.
- Pick up and drop off donations or other pick-ups and distribution when required
- Grounds maintenance of HQ Office
- Make trips to different ZFA locations to inspect that everything is in order.
- Maintain well-groomed and clean buildings appearance at all times.
- Other tasks and duties as assigned.

#### **Janitorial Duties :**Cleaning and Facilities:

- Sweeping, mopping, and vacuuming floors.
- Dusting furniture, walls, and equipment.
- Cleaning and sanitizing restrooms, including scrubbing toilets and sinks.
- Emptying trash and recycling bins.
- Washing windows, mirrors, and glass surfaces.



- Cleaning and disinfecting high-touch areas like door handles and light switches.
- Replacing cleaning supplies and restocking restrooms.

**Safety and Order:**

- Ensuring the facility is safe and free from hazards.
- Promptly addressing spills and other hazards.
- Maintaining a clean and organized work environment.

**Other Duties:**

- Following company procedures and guidelines for cleaning and safety.
- Using cleaning chemicals and equipment safely and effectively.
- May be required to work evenings, weekends, or holidays, depending on the facility's needs.

**Requirements**

1. Handles the physical demands of the job, including standing, bending, pulling, pushing, climbing, and lifting at least 50 pounds.
2. Communicates effectively.
3. Collaborates with facilities worker, maintenance manager, and contractors.
4. Knowledge of safety practices and procedures, as well as the ability to operate equipment used in a specific trade.
5. Ability to work both independently and cooperatively with custodial staff.
6. Forklift operator certificate a plus.
7. At least 2 years related experience in facilities and maintenance work.
8. The work requires routine walking, standing, bending and carrying items
9. Ability to prioritize multiple tasks.
10. Must speak and understand English
11. Must have a valid driver's license
12. Must be a U.S. citizen or legal resident

**Environment**

1. Workplace is smoke-free and drug-free environment.
2. Equal opportunity employer