

Position Guide

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information.		
Position Title General Maintenance Worker	Location SWCC/SCC	Date October 2024 Reviewed 10/2024 Revised 10/2024
Reports to Director of Facility	FLSA Classification Non-Exempt	

Employment Status: **Part Time**

Work Schedule: **M-F; 3:00 pm – 8:00 pm (evening hours)**

Will be required to cover weekends if needed

Required Hours:
25hrs per week

General Summary	
The General Maintenance worker will perform upkeep tasks such as repairs and cleaning. The General Maintenance Worker will be responsible for applying basic routine maintenance and fixes to equipment, building systems, and ensuring the facility is clean and functional. The Maintenance Worker will interact with all program staff, components, and the general public.	
Essential Job Functions	
●	Follow the daily, weekly, and monthly cleaning and maintenance schedule for the building and grounds.
●	Collect and remove trash and recyclables.
●	Sweep and Mop Floors. Remove old wax and apply new wax as directed.
●	Operate and maintain maintenance equipment
●	Clean and stock restrooms
●	Ensures a safe environment by straightening entry rugs, cleaning up minor spills in the entry area
●	Assists with fire drills by knowing where people are in the building and ensuring they vacate the building in a prompt and orderly manner.
●	Assist with grounds keeping such as mowing lawn, weed and debris removal, and snow and ice removal
●	Supports and assists at Center-sponsored programs and events with set up/break down, as required.
●	Abides by a strict code of confidentiality in all matters related to the position.
●	Attends meetings, workshops and training seminars as required.
●	Secure and Set Alarm at end of day.

●	Performs all other related and additional duties as required.

Education Requirements

High School Diploma or GED required.
OSHA training certification, preferred

Previous Experience Requirement

2-5 years' experience in building maintenance and safety certification. Previous carpentry and minor building repair preferred

Knowledge and Skills Needed to Perform Effectively in this Position

- Solid interpersonal skills that convey a positive, courteous, respectful and helpful attitude.
- Good communication and listening skills for interaction with a diverse population.
- Ability to effectively multi-task with a high degree of accuracy.
- Must possess and emit positive energy and the ability to remain motivated.
- Strong organizational skills.
- The ability to acquire and maintain a body of knowledge sufficient to perform the duties of the position.
- Problem solving ability/skills
- Ability to use the small engine equipment such as: Floor Machine, Snow Blower, Lawn Mower and Leaf Blower
- Be able to work independently and take ownership of responsibilities
- Exhibit integrity and patience and have sound judgement.
- Must have the ability to seek external assistance when needed to obtain that body of knowledge.
- Must have the ability to work a flexible schedule and attend meetings and other events.

Additional Requirements

- Must comply with Syracuse Model Neighborhood Facility, Inc policies and procedures, and applicable laws governing the confidentiality of participant information.
- Must have the ability to effectively and patiently interact with a diverse population and respect cultural and socio-economic differences.
- Must be a team player and with the ability to manage time and effectively work independently, with members of the community, youth and co-workers.
- Must have excellent interpersonal and organizational skills.
- A clean drivers' license required if you are to drive any company vehicle.
- Must have the ability to work a flexible schedule and attend meetings and other evening events and potentially weekends.
- Must pass a background check

- Must demonstrate sound judgement.
- Must have a willingness to learn.
- Must report to work on time.

Physical Dimensions

Job-related physical abilities an individual need to possess in order to perform the job in a satisfactory manner. Place an “x” in the box that best correlates to the percentage of time the employee will be engaged in the following activities.

	0 – 24 %	25 – 49 %	50 – 74 %	75 – 100 %
■ Seeing: Must be able to read documents and use office and other equipment.			X	
■ Hearing: Must be able to hear well enough to communicate with customers and coworkers.				X
■ Standing/Walking/Mobility/Lifting: Must be mobile and be able to travel. Must be able to lift 25 pounds without assistance.				X
■ Climbing/Stooping/Kneeling: Must be able to climb, stoop, or kneel to perform routine tasks within the scope of job.				X
■ Fingering/Grasping/Feeling: Must be able to write, type, and use office equipment.	X			
■ Environmental Conditions: Must be able to work in environments that may include, but are not restricted to, cold, heat, draft, fumes or various combinations of same.		X		

Expectations

- Adheres to Syracuse Model Neighborhoods Policy and Procedures.
- Acts as a role model within and outside the Organization.
- Present an appearance conducive to supporting a casual yet professional business environment.
- Treat all facility visitors, coworkers and others with dignity and respect.
- Promotes teamwork with coworkers and provides guidance for coworkers as needed or requested.
- Maintains a positive and respectful attitude.
- Communicates regularly with Management about job-related issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time, prepared to perform duties of position.
- Satisfactorily meet performance levels, goals and objectives.
- Must be able to respect cultural and socioeconomic differences.
- Must demonstrate sound judgment.

- *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*
- *This position guide in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*
- *This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.*



All primary roles and major responsibilities are listed. Additional duties and skills may be required for each job.

Employee Name: _____ *Date:* _____

Supervisor: _____ *Date:* _____