

PROJECT C.U.R.E., INC.

JOB DESCRIPTION

JOB TITLE	HOURS	SALARY RANGE
Full-Time Maintenance Assistant	40 Hours	See Fiscal Manager
SUPERVISOR		DEPARTMENT
Maintenance Supervisor		Administration

DUTIES / RESPONSIBILITIES

1. Cleans first floor restrooms daily.
2. Replaces soap, toilet tissue, deodorizers, etc.
3. Cleans and vacuums Administrative offices.
4. Mops and cleans all hallways (first floor).
5. Assists in some maintenance jobs as directed (inside and outside building).
6. Maintains premises by removing paper, cutting grass and trimming bushes.
7. Washes windows as directed.
8. Ensures that the Project C.U.R.E., Inc. campus is clean and operational.
9. Assists in some maintenance jobs as directed (inside and outside building).
10. Maintains premises by removing paper, cutting grass and trimming bushes.
11. Provides emergency/unscheduled repairs of equipment and performs scheduled preventive maintenance repairs of equipment.
12. Comply with OSHA Safety and Health rules.
13. Performs manual labor, operates some heavy and light power equipment.
14. All other duties as assigned by the Executive Director
15. Responsible for the overall maintenance of all vehicles assigned to agency
16. Knowledge of traffic laws, ordinances and regulations involving equipment operation.
17. Work extended hours out of doors in varying weather conditions.
18. Effectively handle lifting of various objects weighing up to 60 pounds.
19. Operate various types of tools and equipment safely and efficiently.
20. Follow written and verbal instructions
21. Any additional duties assigned by the Maintenance supervisor

Competencies

- To perform the job successfully, an individual should demonstrate the following competencies:
- Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings. Has the ability to communicate technical concepts to those with less technical acumen.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

