

**INTEGRAL SENIOR LIVING  
JOB DESCRIPTION**

Job Number	Job Title: Maintenance Assistant CA
FLSA Status: Non-exempt	Department: Maintenance
Date Reviewed: 1/11/2013	Prepared by:

**SUMMARY**

The Maintenance Assistant is responsible for the cleaning and maintenance of the common areas of the property in accordance with property policy and as may be directed by the Executive Director or Maintenance Director to assure that our property is maintained in a clean, safe and comfortable manner. Assists the Maintenance Director with the maintenance and repair of all electrical, mechanical and other equipment.  
**Reports to:** Maintenance Director.

**ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES**

The essential duties and responsibilities described below are representative of those an employee encounters while performing the basic functions of the position. While every effort has been made to identify the essential functions of the position, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is an essential function of the position. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

1. Clean entire common area of the property to assure that the building and grounds are clean at all times, including floors, to include sweeping, dusting, damp/wet mopping, stripping, waxing, buffing, disinfecting, etc. (NOTE: Ensure that the appropriate caution/safety signs are properly set up prior to performing such duties); carpets, to include vacuuming, shampooing, deodorizing, and disinfecting; walls and ceilings by washing, wiping, dusting, spot cleaning, disinfecting, deodorizing, etc.; remove dirt, dust, grease, film, etc., from surfaces using proper cleaning and disinfecting solutions; hallways, stairways and elevators.
2. Keep the following areas maintained in a clean, safe, comfortable, organized and attractive manner: Maintenance room, Paint room, and any assigned storage areas.
3. Keep work and assignment areas free of hazardous objects such as protruding mop and broom handles, unnecessary equipment, supplies, etc.
4. Immediately report all hazardous conditions or equipment to Maintenance Director.
5. Be aware of Material Safety Data Sheets (MSDS) as relates to job duties and follows all necessary precautions.

6. Cleans up job site after work is completed.
7. Is familiar with list of emergency vendors and their phone numbers in case of absence, so other personnel can have repairs performed and completed.
8. Check daily with front desk and maintenance requests box for repairs needed and complete repairs as soon as possible.
9. In absence of Maintenance Director, is able to analyze, prioritize and ensure that needed repairs are completed in a timely manner.
10. Capable of finishing work completely on a timely basis, including priority jobs that must be completed within assigned time frame.
11. Responsible for proper storage of paints and chemicals.
12. Responsible for properly cleaning and maintaining all equipment upon completion of each work assignment. Immediately cleans up any spills, drops and/or trash.
13. Work within legal scope of local and state codes.
14. **ELECTRICAL DUTIES:** Must be knowledgeable and capable of self-teaching involving troubleshooting, identifying problem and obtaining materials to fully repair all electrical difficulties to include but not limited to: wall switches, interior/exterior lighting, cover plates, receptacles, loose wiring, resident call systems, control devices, laundry and kitchen equipment.
15. **STRUCTURAL DUTIES:** Must be knowledgeable and capable of self-teaching regarding planning, ordering and installing cabinets for remodeling of apartments. Performing all carpentry duties such as repairing or replacing sheet rock, plywood and/or structural materials. Repairing resident furniture.
16. **PAINTING DUTIES:** Must be knowledgeable and capable of self-teaching to include but not limited to planning, ordering, and performing all painting requirements (interior/exterior) of the entire complex. Work to be completed in a timely and professional manner. Properly dispose of materials (paint thinner, lacquer, etc.) ensuring compliance with local state and federal EPA guidelines.
17. **PLUMBING DUTIES:** Must be knowledgeable and capable of self-teaching regarding planning, ordering and performing minor plumbing problems to include but not limited to repairing faucets, showers, drains, and any other type of plumbing related problem.
18. **GROUNDS DUTIES:** Must be knowledgeable and capable of self-teaching regarding planning, ordering and performing grounds related tasks to include but not limited to: cutting, edging and fertilizing all lawn areas; pruning and fertilizing trees. Maintaining pool and spa to include but not limited to taking and recording daily readings insuring compliance with all local, state and federal requirements. Determine/add proper amounts of chemicals required. Performing minor repairs to either pool, spa or equipment to ensure it is fully operational.
19. **HVAC DUTIES:** Must be knowledgeable and capable of self-teaching regarding troubleshooting, identifying problem and obtaining materials to fully repair minor HVAC difficulties to include but not limited to: T-stats, heating elements, resistors, fuses, circuit breakers, low on freon, filters, etc.

20. Must be knowledgeable and capable of self-teaching to properly use power tools, test equipment, gardening equipment, and augers (portable/hand/electrical).
21. Must avoid personal injury and equipment damage.
22. Must be knowledgeable of and follow through on all Preventative Maintenance schedules. Record actions on PM forms indicating completion or any future repairs that may be needed.
23. Flexibility to remain on-call 24 hours per day, including evenings and weekends to respond to emergencies, if needed.
24. Per State of California regulations, as a “mandated reporter” you must report all known or suspected incidents of resident abuse of dependent adults or elders.
25. Provide support to community’s marketing efforts through positive/friendly interaction during all property tours and telephone contact with the public, and as directed by a supervisor.
26. Communicate any observed or suspected resident change of condition to a supervisor immediately.
27. Display tact and friendliness when dealing with residents, families and visitors.
28. Maintain a safe and secure environment for all staff, residents and guests, following established safety standards.
29. Encourage teamwork through cooperative interactions with co-workers and other departments.
30. Support a positive and professional image through actions and dress.
31. Performs other duties consistent with the position as assigned by the Maintenance Director.

### MINIMUM QUALIFICATIONS

Minimum Age Requirements:	Must be at least 18 years of age.
Education:	Must have a high school diploma or equivalent.
Experience:	Prefer six months experience in building and maintenance or janitorial work.
Mathematical Skills:	Ability to perform simple mathematical problems.
Reasoning Skills:	Ability to understand and follow directions. Ability to analyze and solve building maintenance problems.
Oral/Written Communication Skills	Ability to interact effectively with staff, residents and families.
Equipment Used:	Ability to safely operate a wide variety of equipment and tools throughout the facility.
Physical Effort:	Ability to perform manual tasks daily. Be mobile and able to perform physical requirements of the job. Good physical health verified by a health screening, including a chest x-ray or an intradermal test result not more than 6 months prior or seven (7) days after employment.
Personal Characteristics:	Displays sincere compassion towards cognitively impaired older adults. Demonstrates genuine concern for the physical and emotional needs of older people and their families.
Working Conditions:	Inside: air-conditioned, well-lighted health care environment. Outside: Local weather climate.
Other: (As required by Title 22)	

**JOB RELATIONSHIPS**

Supervises:	Not applicable
Supervised by:	Maintenance Director

N/A = Not required in this position O = Occasional: Performed or encountered 1% to 33% of work time F = Frequent: Performed or encountered 34% to 66% of work time C = Constant: Performed or encountered 67% to 100% of work time	N/A	O	F	C
---	-----	---	---	---

Supervision/ Managing				
Supervising	X			
Managing	X			
Work Setting				
Sitting for long periods		X		
Operating standard office machines		X		
Operating computer	X			
Moving freely about property				X
Answering/using telephones		X		
Stock Handling Examples of Weights Lifted and Frequency				
A ream of paper or less (5 pounds)			X	
A small record storage box (5-20 pounds)			X	
A case of bottles (20-30 pounds)		X		
Furniture, bales, crates, drums (80 pounds or more)		X		
Resident Care				
Pushing wheelchair		X		
Turning residents	X			
Helping residents walk		X		
Lifting residents	X			
Helping residents sit up	X			
Mobility				
Walking				X
Standing				X
Bending			X	
Climbing			X	
Crawling		X		
Reaching			X	

N/A = Not required in this position				
O = Occasional: Performed or encountered 1% to 33% of work time				
F = Frequent: Performed or encountered 34% to 66% of work time				
C = Constant: Performed or encountered 67% to 100% of work time	N/A	O	F	C

Visual Requirements				
Overall vision			X	
Color perceptions		X		
Depth perceptions			X	
Reading/close up work			X	
Field of vision/peripheral			X	
Dexterity				
Handling			X	
Reaching			X	
Grasping			X	
Fingering			X	
Feeling			X	
Hearing/Talking				
Hearing normal speech			X	
Hearing on the telephone		X		
Hearing faint sounds		X		
Talking in person			X	
Talking on the telephone		X		
Calculating/Interpreting				
Calculating		X		
Comparing		X		
Editing	X			
Evaluating		X		
Interpreting		X		
Organizing/Planning				
Organizing		X		
Consulting		X		
Analyzing			X	
Planning		X		
Designing	X			

N/A = Not required in this position O = Occasional: Performed or encountered 1% to 33% of work time F = Frequent: Performed or encountered 34% to 66% of work time C = Constant: Performed or encountered 67% to 100% of work time	N/A	O	F	C
---	-----	---	---	---

Documenting/Implementing				
Documenting		X		
Specifying		X		
Coordinating		X		
Implementing			X	
Presenting		X		
Emotional/Psychological Factors – Exposure to				
Stressful situations			X	
Trauma, grief, death		X		
Public contact			X	
Decision making		X		
Concentration			X	
Environmental Conditions				
Noise			X	
Dirt, dust, smoke, fumes			X	
Cold, heat (indoors)			X	
Cold, heat (outdoors)			X	
Blood-Borne pathogens		X		
Additional Requirements to the Position (List)				
Compliance with the Property’s Exposure Control Plan.				X
Compliance with the Property’s Blood Borne Pathogens Standard.				X
Compliance with the Property and Department’s safety and emergency procedures.				X
Responsible for resolving, reporting, and anticipating potentially hazardous conditions.				X

**STATEMENT OF UNDERSTANDING**

I have read this job description and fully understand the requirements outlined above. I accept the position of Maintenance Assistant and agree to perform the identified essential functions in a safe manner and in accordance with the company’s established procedures. I understand that my employment is at-will, and thereby understand that my employment may be terminated by the company or myself at any time, for any reason or no reason. I further understand that nothing in this job description restricts management’s rights to assign or reassign duties and responsibilities to this job at any time.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_