



Senior Maintenance Worker

SUMMARY:

To maintain equipment that is critical to building functions, providing assistance to other maintenance workers and serve as back-up to Building Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintains, installs and repairs minor electrical, plumbing and HVAC equipment.
- Maintains security equipment and burglar alarms.
- Inspects, replaces and repairs pumps and motors.
- Inspects fire protection equipment once a month.
- Inspects, stores and inventories hazardous chemicals.
- Serves as back-up to Building Manager
- Maintain proper documentation of periodic inspections related to fire/safety procedures and equipment.
- Develop and maintain written documentation of critical building procedures.
- Conducts Company business in accordance with all applicable laws, regulations and contractual obligations. Behave ethically and with integrity and always follow the principles of the Compliance Program when making business decisions. Compliance with this program is a condition of employment for every American-Amicable employee.

EDUCATION, WORK EXPERIENCE and TRAINING REQUIREMENTS:

- High school diploma or general education degree (GED).
- Some vocational training in mechanical systems or related field strongly preferred.
- At least three years of work experience in a building maintenance position.
- Back-up to the Building Manager.
- Good understanding of maintenance procedures, workplace safety, previous supervisory experience helpful.

REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A friendly, positive, learning-oriented attitude.

- Good knowledge of maintenance procedures, tools and ability to troubleshoot problems
- Good communication skills

WORKING CONDITIONS, PHYSICAL and MENTAL REQUIREMENTS: The working conditions, physical and mental requirements described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include, but are not limited to, the ability to climb ladders, lift heavy boxes, use a variety of maintenance tools, and move office furniture and equipment. Other physical demands in performing the essential functions of this position include: digital dexterity, hearing, seeing, and talking. Mental requirements include, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt, and stay alert in a business environment.

Note: This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. This job description is subject to change at any time.