MAINTENANCE TECHNICIAN

# May 2003

Classification: Non-Exempt

**Nature of Work**

Under the supervision of the executive director and the immediate supervision of the assistant director or executive director's designee and the special programs manager, the Maintenance Technician is responsible for performing routine maintenance and janitorial tasks.

Responsibilities, performed on a daily or weekly basis, include:

* Cleaning of all offices, work areas, conference rooms, kitchen, and restrooms which includes vacuuming, dusting, removal of trash, dishwashing, mopping and waxing of floors, and cleaning of fixtures;
* Purchasing and maintaining of all cleaning supplies and equipment;
* Maintaining ample supplies of kitchen items, such as coffee, cream, sugar, and filters and maintaining ample supplies of paper and soap products for the kitchen and restroom facilities;
* Performing routine maintenance of all motor vehicles to include checking of oil, water, tires, etc., and the scheduling of regular maintenance of vehicles to include oil changes, repair, replacement of minor parts, and seasonal maintenance and acquiring cost estimates on major vehicle repairs and scheduling such repairs;
* Providing courier service for official business;
* Overseeing the general maintenance of the building, including heating and cooling systems, and any construction, renovation or work in connection with the structure;
* Setting up and preparing the physical facilities for meetings, workshops and other official functions and other related tasks as required.
* Maintaining lawn and flower beds and procuring snow removal services;
* Assisting with preparations for MRPC’s monthly meeting;
* Assisting with the set up at MRPC’s annual dinner in November; and
* Performing any other tasks as assigned.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Meramec Regional Planning Commission are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

**Qualifications**

Graduation from high school or G.E.D. Two years of relevant experience in maintaining and cleaning of office facilities and a general knowledge of heating and air conditioning systems. Must possess basic construction knowledge and skills, including electrical, plumbing, dry wall and general carpentry. A general knowledge of motor vehicle routine maintenance is required. Must possess a valid driver's license. Individual will be expected to work efficiently with minimum supervision. Must have a cheerful, positive attitude, and possess the ability to work well with co-workers, commissioners, and the general public and the desire to work in a team atmosphere.

**Physical Qualifications**

Position requires constant use of hands, arms and elbows. Position requires frequent bending and occasional climbing. Must be able to kneel, stoop, climb, reach above head, bend and walk over rough terrain. Individual must be able to perform routine lifting up to 50 pounds. Must be able to operate a motor vehicle. Must be able to sit for extended periods, especially while driving. Must be able to use manual and power hand tools.

**Salary Range**

The salary range for this position is $16,421 to $20,526 annually, based on 25 hours per week. (Salary range, if position were full time, would be $26,274 to $32, 843. Part-time is 62.5% of the full-time rate.)

**Internal and External Application Information**

Applicants should submit a resume to Meramec Regional Planning Commission, 4 Industrial Drive, St. James, MO 65559, Attn: Bonnie Prigge, Executive Director. Position is open until filled. EOE/AA.

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