

Job Description

Job Title:	Maintenance III, IV	Prepared by:	Amanda Vitale
Department:	Maintenance	For:	CNYRMA Board of Directors
Reports To:	Market Facilities Manager	Date Prepared:	May 5th, 2021
FLSA Status:	Non-Exempt	Hours:	30-40 hours a week
Starting Pay:			

Basic Function

Responsible for the cleanliness and maintenance of the facilities including building, grounds and fixtures.

Responsibilities

1. Maintain buildings and grounds to insure a neat and clean presentation and sanitary environment.
2. Performs various cleaning and maintenance activities to include sweeping, mopping, washing surfaces and vacuum carpeted areas in the buildings.
3. Clean rest rooms including toilets, sinks, floors and walls and restocking rest room supplies as needed.
4. Clean snow and debris from outside areas as needed with equipment approved for your use.
5. Complete lawn care duties with equipment approved for your use.
6. Remove trash and dispose of it in designated areas.
7. Complete minor and routine painting, plumbing, carpentry and other related maintenance activities using hand tools.
8. Maintain tools and equipment in a clean, orderly and safe manner.
9. Adhere to all Authority policies and procedures giving special attention to health and safety issues.
10. Perform such other related duties as may be assigned from time-to-time by the Executive Director or Market Manager.

Skills

Oral Communication Skills	Lifting up to 100 pounds
Written Communication Skills	Physical Dexterity
Reading Skills	Time Management
Ability to stand for extended periods of time	
Ability to reach, bend, stoop, kneel and climb ladders	

Education/Training

Degree: High School Diploma or Equivalent helpful
NY State Drivers License helpful

Experience: Prior maintenance experience helpful.