



**JOB TITLE:** Maintenance/Resource Assistant  
**FLSA STATUS:** Non-Exempt  
**SALARY RANGE:** \$17.88 - \$23.24 hourly  
**STATUS:** Full-time (40 Hours per Week)  
**REPORTS TO:** Managing Director

### **PRIMARY PURPOSE OF JOB**

This person is responsible for completing maintenance and general building duties for all locations of Abilities First, which are necessary for the successful operation of the organization. In addition, they will be responsible for assisting with the pick-up/delivery of donations as directed by the Donor Relations Coordinator. This person may also assist with organizing, sorting and storage of donations.

**This description may not include all of the duties, knowledge, skills, or abilities associated with this position.**

### **ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS – MAINTENANCE**

- Communicate with landlords of offices/buildings and work directly with companies/contractors to ensure maintenance and repairs are completed for all offices/buildings. These include but are not limited to plumbing, air vents, heating/air, vending machines, roofers, and any other contractor that works with Abilities First.
- Form working relationships with co-workers and outside contractors.
- Responsible for performing basic building maintenance for all Abilities First locations and businesses.
- Responsible for maintaining inventory of all maintenance tools owned by Abilities First.
- Responsible for completing monthly and quarterly health and safety checks on the buildings according to building codes and Health & Safety Manual.
- Responsible for ensuring the grounds of Abilities First offices and businesses are safe and clean.
- Responsible for ensuring during inclement weather that the facility grounds are clean and treated including parking lots and walkways.
- Responsible for ensuring the building is secured and safe when the office is closed due to inclement weather or any other unscheduled reason; including but not limited to ensuring the building doors are locked, the telephone systems have been switched to the answering service, parking lots and walkways are cleared and treated as needed. This would include notifying employees of changes in any building accessibility from the normal business schedule.

- Responsible for developing and maintaining a key log for desks and doors for all Abilities First offices and businesses and all Abilities First owned vehicles.
- Responsible for obtaining bids for building improvements, as needed.
- Responsible for developing and maintaining an equipment and supply list, keeping storage areas and needed maintenance supplies well stocked, clean and tidy for Abilities First offices and businesses.
- Responsible for waxing/polishing of floors and arrange for cleaning of carpet of Abilities First offices and businesses as needed.
- Responsible for ensuring maintenance is completed on company vehicles on a regular basis and maintaining records of all maintenance on company vehicles.
- Responsible for purchasing needed items for office with approval from the Executive Director or designee.
- Serve on the Health and Safety Committee.
- May move, arrange, and/or assemble furniture.
- May work with telephone and furniture companies when service is needed.
- May pick up and deliver items between outside entities and Abilities First locations and may be responsible for inter-office deliveries of supplies or other items.
- Attend staff meetings concerning new or revised policies and procedures and implement new information accordingly.
- Perform other related work as assigned.

#### **ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS – DRIVER**

- Heavy lifting may be required several times throughout the shift. Must be able to repeatedly bend, stoop, and navigate into areas as needed to address building needs.
- Must have a valid Missouri driver's license, reliable transportation, an acceptable driving record, and auto liability insurance that meet the requirements set by Abilities First.
- Must be able to drive locally for work-related assignments.
- Complete donation pick-ups and deliveries on schedule and as directed by the Donor Relations Coordinator.

- Coordinate with the Donor Relations Coordinator regarding the customer's needs and specific instructions for pickups and deliveries.
- Follow the established protocol regarding donation tracking and receipts for donated items.
- Maintain direct donor and customer service relationships.
- Communicate with customers the mission and purpose of Abilities First programs.
- Must be able to pass a background screening.
- Must have a valid Missouri Class E driver's license, reliable transportation, an acceptable driving record, and auto liability insurance that meet the requirements set by Abilities First.
- Must be able to drive for work-related assignments.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Must have computer skills.
- Ability to communicate effectively, both orally and in writing.
- Self-directed and able to work independently with minimal supervision.
- Ability to manage build needs quickly and efficiently.
- Demonstrates a professional work ethic.
- Ability to coordinate and obtain various resources needed to maintain a well-organized and healthy work environment for Abilities First.
- Building Maintenance/Management experience.
- Ability to organize and track multiple building systems.
- General knowledge of building repair and maintenance.
- Working knowledge of HIPAA guidelines, practices, and exceptions.
- Ability to establish effective working relationships with co-workers and the public.
- Ability to bend, sit, stand, and stoop.
- Demonstrates professional work ethic.
- Must be able to work independently with minimal oversight.
- Must be able to pass a background screening.
- Must have either a reliable broadband internet service provider or hard-wired (no cell/satellite) high speed internet with internet speed at *no less than 15 mbps* in the event you are required to work remotely from home with provided laptop and office equipment.

## **CORE COMPETENCIES**

- Adaptability – Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- Continuous Improvement – Originating action to improve existing conditions and processes; identifying improvement opportunities, generating ideas, and implementing solutions.
- Contributing to Team Success – Actively participating as a member of a team to move the team toward the completion of goals.
- Decision Making – Identifying and understanding issues, problems, and opportunities;

comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.

- Engagement Readiness – Demonstrating a willingness to commit to one’s work and to invest one’s time, talent and best efforts in accomplishing organizational goals.
- Planning and Organizing – Establishing courses of action for self and others to ensure that work is completed effectively.
- Quality Orientation – Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
- Technical/Professional Knowledge and Skills – Having achieved a satisfactory level of technical and professional skill or knowledge in position-related area; keeping up with current developments and trends in area of expertise.

### EXPERIENCE AND EDUCATION

- A High School diploma or its equivalency.
- Must be willing to be cross-trained and assist in other areas when needed.
- A good working knowledge of maintenance of buildings.
- Building Management experience preferred.

### PHYSICAL CONTEXT AND WORK ENVIRONMENT

This position demands good physical and mental health. The position will require lifting, walking, sitting, pushing, and pulling, and must be able to move continuously during work hours and able to lift and/or carry 50 to 75 pounds and climb ladders.

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<b>Seeing:</b> Must be able to see to read documents/reports and focus on computer for an extended period.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with coworkers and general public.				X
<b>Sitting:</b> Must be able to sit for long periods of time.			X	
<b>Standing/Walking:</b> Must be able to move about the work area.			X	
<b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick up items off the floor.			X	
<b>Lifting/Pulling/Pushing:</b> Must be able to lift 75 pounds with or without reasonable assistance.			X	
<b>Driving:</b> Must be able to drive locally for work-related assignments.		X		
<b>Grasping/Feeling:</b> Must be able to type, handle documents, and use equipment and electronic devices.				X

**Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.**

- The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise.
- Works in an office environment with the option for some remote work
- Abilities First offers a flexible schedule and relaxed environment.

*The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

Updated 07-14-2022; 10-23-2023