**Maintenance Worker I**

OnTrack is an equal opportunity employer. OnTrack does not discriminate against applicants or employees based on race, color, gender, religion, age, national origin, physical or mental disability, sexual orientation, gender identity, family relationship, marital status, veteran status, military service, employment status, or any other classification protected by local, state, or federal law. Any person who needs accommodation to participate in the application process should communicate with Human Resources. Any employee who needs accommodation to perform the essential functions of his or her job should communicate with his or her supervisor. OnTrack will work with an applicant or employee to evaluate whether there is a reasonable accommodation that does not pose an undue hardship on the operations of his or her department.

**JOB SUMMARY:** Provides requested and approved repairs to facilities as assigned. All jobs and duties are subject to change per manager’s request. May be subject to atmospheric conditions, including one or more of the following conditions that affect the respiratory system of the skin: Fumes, odors, dust, mists, gases, etc. May be exposed to extreme outdoor conditions.

**SUPERVISED BY:** Assistant Facilities Manager

**STATUS:** Non-Exempt and can be either Part-Time or Full-Time with possibility of nights, weekends, and holidays

**GENERAL:** General maintenance and repairs on facility equipment and property structures as well as performing grounds maintenance. All work will be in compliance with all applicable state and federal regulations including, but not limited to OSHA, Environmental Protection Agency (EPA), Department of Environmental Quality (DEQ), Hazmat. Directives regarding appropriate materials handling and use of PPE must be followed.

**Supervision Exercised:** None

**Essential Functions**:

* Keeps buildings and grounds in a clean, orderly, and safe condition. Maintains facility in good repair by performing the following duties:
* Maintain building by performing minor and routine painting, plumbing, construction, janitorial, electrical, HVAC, and other related maintenance activities when required.
* Yard maintenance; mowing, debris removal, etc.
* Ensure that all repairs are handled in a timely and appropriate manner.
* Perform maintenance projects using stock supplies. Materials requests and any purchasing must be pre-approved.
* Pick up trash on grounds. Keep breezeways, sidewalks, and grounds clear of clutter and debris.
* Clean and turnover vacant apartments to include all maintenance and repairs necessary to make the apartment rent-ready for the next tenant.
* Conduct move-out inspections and reporting; check smoke detectors on a regular basis to ensure proper operation; perform other inspections when directed or required.
* Requisition supplies. Request purchase tools and equipment (subject to supervisor approval) for replacement or for project specific needs. Keep storeroom/shop clean, safe, and organized.
* Prepare and complete maintenance requests, work orders and updating daily Property Maintenance Log.
* Perform regular preventative maintenance inspections and Implement preventative maintenance measures as assigned of all units.
* Respond quickly in the event of an emergency, notify appropriate personnel, and follow safety protocol.
* Notify the Property Manager of safety-related issues and lease agreement violations

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50-75 pounds and occasionally lift and/or move more than 100 pounds.

**JOB REQUIREMENTS**

**Experience and Skills Requirements:**

* Minimum 2 years’ experience in general building and facilities maintenance repairs
* Properly registered and insured vehicle in good working condition
* Valid driver’s license

**Education/Licensure/Certification requirement:**

* High School Diploma/GED or equivalent preferred
* Proof of COVID vaccination required

**Background/ Drug Screen:** Clear background check; “clean” drug screen

**References:** 3 professional references required to verify experience

**Work environment:** This job is primarily mobile and highly physical. Exposure to both indoor and outdoor environmental conditions. Fast paced work environment that requires flexibility and local commuting to varies locations. All jobs assigned are subject to change with or without prior notice, per supervisor’s request or urgent matter. Ability to use a telephone and computer.

**Not Comprehensive List:** *This is not intended to be a comprehensive list of all duties and responsibilities and is representative of the scope of the work. The duties and responsibilities listed in this job description may be subject to change at any time due to reasonable accommodation or other reasons.*

*Upon signing this form, you agree with all responsibilities listed above and acknowledge receipt of the job description and acknowledge that you can perform all the essential functions of the position, with or without reasonable accommodation.*

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Print name Date

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Signature