



**PLEASE POST ON UNIT BULLETIN BOARD FOR FIVE (5) WORK DAYS**

**APPLY TO:**

**David Bourque  
Resource Center Director  
Western Wayne Resource Center  
734-722-1000, ext. 203**

**APPLICATION DEADLINE:**

June 23, 2017

**SUBMIT APPLICATION/AND OR RESUME TO:**

Pat Harrell  
Dearborn Resource Center

**Building Maintenance**

Position #03-09-01

See Attached

061917

**Services To Enhance Potential (STEP) 2941 S. Gulley Road, Dearborn, MI 48124**

Our mission is to support individuals in the pursuit of their chosen goals and the achievement of personal satisfaction in their lives.

**BUILDING MAINTENANCE**

**QUALIFICATIONS:**

- Education:** High School Diploma or G.E.D. preferred
- Experience:** Three years experience in maintenance work.
- Licensure:** Valid Michigan Driver License  
Approval of STEP's Insurance Carrier
- Status:** Union, Non - Exempt

**PRINCIPAL FUNCTIONS:**

Responsible for maintenance of Resource Center and grounds.

**DUTIES AND RESPONSIBILITIES:**

**Essential Functions:**

- A. Responsible for cleanliness and upkeep of the building and grounds, completing assigned tasks in a timely and thorough manner.
- B. Responsible for minor repairs of building and machines and the monitoring of Resource Center vehicle fleet.
- C. Implement all applicable safety regulations.
- D. Participate in case conferences and Individual Program Planning when applicable.
- E. Assist in carrying out prescribed behavior plans for persons served.
- F. Provide technical training assistance in solving problems for persons served on job site upon request of the Placement Department.
- G. Advise Resource Center Director of departmental needs.
- H. Maintain inventory control of maintenance equipment and supplies and make recommendations to the Resource Center Director.
- I. Drive agency vehicles as necessary.
- J. Ensures conformance to DCH, DWMHA, Medicaid, MCPN, and CARF Standards.
- K. Provide personal care assistance for persons served as needed.
- L. Adhere to all STEP's policies and procedures.
- M. Maintain a personal vehicle for use in performing job duties.
- N. Maintain CPR and First Aid certification.
- O. Supervise and train consumers in proper work techniques.

Building Maintenance, continued

**Marginal Functions:**

- A. Participate on STEP's committees as assigned
- B. Coordinate and supervise student educational field placements, volunteer, trainees, and aides. (Optional)
- C. Participate in the ongoing growth and development of STEP through attendance and participation in staff and other meetings.
- D. Represent STEP in the community and provide information regarding programs and services.
- E. Identify and promote opportunities for employment, volunteer and community experiences.
- F. Assume any other duties and responsibilities as assigned by the supervisor.

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**REPORTS TO:**

Resource Center Director

**SUPERVISES:** N/A

**TECHNICAL ASSISTANCE RECEIVED:** Director of Employment and Training Services

Date Approved: 08/24/00 by Job Description Committee, 08/16/03

Date Effective: 08/24/00, 08/16/03

Date Reviewed: 08/24/00, 08/16/03, 5/20/05, 05/02/07, 12/22/08, 3/22/2012, 8/27/12, 8/15/2014

Date Revised: 08/24/00, 08/16/03, 05/20/05, 05/02/07, 12/22/08, 2/16/10, 8/27/12

JR:sb08/24/00, st082803, ph052005, jz05022007, cm122208

Attachment: Physical Efforts/Environment Checklists

Building Maintenance, continued

Job Position: Building Maintenance

Physical Effort	Essential Y/N	Rare 0- 30%	% of time performing task		
			Occasional 30-60%	Frequent 60-90%	Constant 90-100%

<b>Hand Movement</b>	Y			X	
Repetitive Motions	Y			X	
Grasping	Y			X	
<b>Holding</b>	Y			X	
<b>Finger Dexterity</b>	Y			X	
<b>Reading</b>	Y		X		
<b>Writing</b>	Y		X		
<b>Eye-Hand Coord.</b>	Y				X
<b>Vision</b>	Y				X
Color Discrimination	Y				X
Prepare/Analyze Figures	Y			X	
Visual Inspection	Y				X
Meas./Assm. close to eye	Y			X	
Skilled Trades	N				
<b>Hearing</b>	Y				X
<b>Talking</b>	Y				X
<b>Standing</b>	Y				X
<b>Sitting</b>	Y			X	
<b>Walking</b>	Y				X
<b>Lifting</b>	Y				X
0-30 lbs.	Y				X
30-60 lbs.	Y			X	
60-90 lbs.	Y			X	
90 plus lbs.	Y	X			
<b>Pushing/Pulling</b>	Y		X		
<b>Climbing</b>	Y		X		
Stairs	Y		X		
Ladders	Y		X		
<b>Bending</b>	Y			X	
<b>Squatting</b>	Y			X	
<b>Crawling</b>	Y	X			
<b>Reaching</b>	Y				X
<b>Others</b>					

Building Maintenance, continued

Work Environment	Essential Y/N	Rare 0- 30%	% of time performing task		
			Occasional 30-60%	Frequent 60-90%	Constant 90-100%

<b>Driving</b>	Y		X		
Car/Truck	Y		X		
Standard/Automatic	Y		X		
Mower/Forklift	Y	X			
<b>Location</b>					
Trees	Y	X			
Air Vent	Y	X			
Roof	Y	X			
<b>Equipment/Machines</b>	Y				X
<b>Heights</b>	Y	X			
Roofs	Y	X			
Ladders	Y		X		
Step Stools	Y	X			
Scaffolds	Y	X			
<b>Nights/Dark</b>	Y	X			
<b>Extreme Noise Levels</b>	N				
<b>Extreme Temperatures</b>	Y	X			
Inside	N				
Outside	Y	X			
<b>Ventilation Conditions</b>					
Dust	Y		X		
Fumes	N				
Chemicals	Y			X	
Gases	N				
<b>Hazard Exposure</b>	Y		X		
Chemical Spills	Y	X			
Gas Leaks	N				
Infectious Bacteria	Y		X		
Acidic/Oily Substances	Y	X			
Respirator Usage	N				
Electric Hazards	Y	X			
<b>Overtime</b>	Y	X			
<b>Others</b>					