

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 Centers, Thrift Stores, PASC Facilities and STEP vehicles and the surrounding grounds.

DUTIES D 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 Fleet & Maintenance Manager of departmental needs.
- H. Maintain inventory control of maintenance equipment and supplies and make recommendations to the Fleet & Maintenance Manager.
- I. Drive agency vehicles as necessary.
- J. Ensures conformance to DCH, DWIHN, Medicaid, 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:

Fleet & Maintenance Manager

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, 01/31/2018

Date Revised: 08/24/00, 08/16/03, 05/20/05, 05/02/07, 12/22/08, 2/16/10, 8/27/12, 01/31/2018

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

Employee Signature

Date

Printed Name