

Streator Onized Credit Union

POSITION DESCRIPTION

POSITION TITLE: Maintenance Assistant

DEPARTMENT: Facilities

CLASSIFICATION:

APPROVED BY: COO

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Facilities Manager

POSITIONS SUPERVISED: N/A

POSITION PURPOSE

Responsible for cleaning and maintaining Credit Union buildings, equipment, fixtures, and furnishings. Performs routine maintenance including vacuuming, sweeping, and mopping floors; dusting; washing walls, doors, and windows; and emptying trash. Performs minor preventative maintenance and minor repairs. Assists service personnel as needed. Reports major repair and maintenance needs. Assists with mowing and snow removal.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Assumes responsibility for the effective performance of assigned cleaning and maintenance functions.**
 - a. Vacuums, sweeps, and mops floors.
 - b. Washes and dusts walls, tables, doors, light fixtures, vending machines and windows.
 - c. Cleans and disinfects toilets, urinals, tile floors, and other fixtures.
 - d. Fills soap, toilet paper, and towel dispensers regularly.
 - e. Empties trash containers as needed. Maintains waste receptacles and ensures that they are clean.
 - f. Picks up litter (inside and outside) as necessary.
 - g. Completes snow removal as needed.
 - h. Completes moving as needed.
 - i. Sets up rooms and areas for meetings and activities.

2. **Assumes responsibility for establishing and maintaining effective communication, coordination, and working relationships with Credit Union personnel, management, and service providers.**
 - a. Assists Credit Union personnel and service providers as needed.
 - b. Keeps management informed of area activities, any significant problems, and maintenance concerns.
 - c. Attends and participates in meetings as required.
 - d. Completes required paperwork and checklists of area cleaning and maintenance.
 3. **Assumes responsibility for maintaining courteous, professional relations with members and the general public.**
 4. **Assumes responsibility for related duties as required or assigned.**
 - a. Performs miscellaneous cleaning and specially requested tasks as assigned.
 - b. Maintains facility security.
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PERFORMANCE MEASUREMENTS

1. Credit Union facilities and equipment are clean, neat, and well maintained.
 2. Cleaning and maintenance functions are safely and timely completed in accordance with established standards, schedules, and procedures.
 3. Maintenance needs and problems are promptly identified and resolved or reported.
 4. Maintenance functions are well coordinated with Credit Union operations. Assistance is provided to other personnel as needed.
 5. Management is appropriately informed of area activities and of any significant problems.
 6. Effective, courteous relations exist with Credit Union visitors, vendors, and members.
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QUALIFICATIONS

EDUCATION/CERTIFICATION: None.

REQUIRED KNOWLEDGE: Knowledge of basic cleaning techniques and maintenance procedures.
Understanding of related safety and OSHA requirements.

EXPERIENCE REQUIRED: Previous cleaning/janitorial experience helpful.

SKILLS/ABILITIES: Attentive to detail.
Able to follow directions and work well independently.
Ability to work weekends and evenings.
Able to use basic cleaning tools, including vacuums, mops, brooms, etc.
Driver's License

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

STOOPING:	Bending downward and forward at the waist. Requires full use of lower extremities and back muscles.
KNEELING:	Resting on knee or knees.
CROUCHING:	Bending downward and forward at the leg and spine.
REACHING:	Extending hand (s) and arm (s) in any direction.
STANDING:	For extended time periods.
WALKING:	Especially for long distances.
PULLING:	Using upper body to draw, drag, haul, or tug objects.
GRASPING:	Using fingers and palm on an object.
AVERAGE HEARING:	Able to hear average or normal conversations and receive ordinary information.
REPETITIVE MOTIONS:	Movements frequently and regularly required using the wrists, hands, and fingers.
AVERAGE VISUAL ABILITIES:	Average, ordinary visual acuity necessary to prepare or inspect documents or products or operate machinery.
PHYSICAL STRENGTH:	Light work; Lifts up to 10-50 lbs. frequently.

WORKING CONDITIONS

Works both inside and outside. Subject to weather.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING ABILITY:	Ability to apply common sense understanding to carry out <u>simple</u> one or two step <u>instructions</u> and to deal with <u>ordinary, standardized</u> situations.
MATHEMATICS ABILITY:	No math skills are required for this position.
LANGUAGE ABILITY:	Limited reading skills. Able to read at a very slow rate. Ability to communicate in simple sentences.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.