



JOB DESCRIPTION

Position: Maintenance Associate
Department: Building Operations
Reports to: Maintenance Director
FLSA Status: Non-Exempt

Rich Township is one of 30 townships in Cook County, Illinois and serves 10 municipalities including: Country Club Hills, Flossmoor, Hazel Crest, Homewood, Matteson, Olympia Fields, Park Forest, Richton Park, Tinley Park, and University Park.

Position Summary: The Maintenance Associate is responsible for ensuring that the facilities are clean and in good operating condition. Responsibilities may include cleaning buildings and rooms, and performing general maintenance and repair of the building, grounds, and equipment.

Responsibilities: Under the supervision of the Maintenance Director, duties include, but are not limited to:

- Perform routine building maintenance duties, including painting, minor electrical repairs, plumbing, carpentry, and heating and ventilation systems *maintenance*.
- Clean interior of the building, as well as machinery and equipment, and exterior of the building.
- Complete administrative duties, such as filling out forms and reporting maintenance statuses to the director.
- Comply with all safety and health regulations.
- Keep inventory of maintenance and cleaning supplies and equipment, and report needs to director.
- Respond to emergency calls for maintenance and repairs.
- Diagnose and troubleshoot issues.
- Work with and maintain relationships with contracted vendors.
- Shovel snow in inclement winter weather.
- Other duties assigned by the Maintenance Director.

Education, Experience & Qualifications:

- A high school diploma or GED is required.
- Ability to lift minimum 50 pounds.
- Ability to drive a forklift.
- Valid IL driver's license.

- At least 1 year of related experience.
- Knowledge of HVAC, plumbing, electrical, carpentry, and mechanical systems (including relevant equipment and tools) is preferred.
- Knowledge of the proper handling of hazardous materials.
- Considerable knowledge of materials, methods and equipment used in maintenance of facilities and other buildings.
- Working knowledge of federal, state, and local laws and ordinances related to building safety.
- Knowledge of environmental regulations.
- Knowledge of current safety and security methods.
- Ability to read and interpret safety rules, operating and maintenance instructions, and other manuals and documents.
- Ability to plan, organize, monitor, and evaluate a comprehensive maintenance and safety plan.
- Ability to communicate with employees and others with oral and written communication.
- May be required to work outside of normal work hours.
- Other related duties as assigned.
- Must be a team player.

Working conditions: While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles, extreme heat, and vibration. The noise level in the work environment is usually moderate.

Physical Demands. The physical demands, work environment factors and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Physical demands include without limitation: ability to bend, kneel, stoop, and lift or move heavy equipment; work both indoors and outdoors, occasionally in inclement weather and varying hours as required by weather conditions; ability to see details of objects that are more than a few feet away and differences between colors, shades, and brightness; hear sounds and recognize the difference between them. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.