



General Maintenance Worker

SUMMARY:

Contributes to the maintenance of a clean, safe and comfortable office environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs minor maintenance in areas of plumbing, electrical and HVAC, such as cleaning AC coils and changing filters.
- Inspects building daily for cleanliness, needed repairs, and potential safety hazards.
- Maintains parking garage and parking lot areas.
- Orders breakroom supplies and restocks as needed.
- Serves as back-up for general services mail pick-up/delivery.
- Serves as back-up for front desk security guard.
- Moves, lifts, and stores boxes, furniture and office equipment.
- Maintain proper documentation of periodic inspections related to fire/safety procedures and equipment.
- Develop and maintain written documentation of critical building procedures.
- Conducts Company business in accordance with all applicable laws, regulations and contractual obligations. Behaves ethically and with integrity and always follows the principles of the Compliance Program when making business decisions. Compliance with this program is a condition of employment for every American-Amicable employee

EDUCATION, WORK EXPERIENCE and TRAINING REQUIREMENTS:

- High school diploma or general education degree (GED).
- Some vocational training in mechanical systems or related field strongly preferred.
- At least two years of work experience in a building maintenance position.

REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A friendly, positive, learning-oriented attitude.
- Good mechanical ability and understanding of maintenance tools and procedures.

WORKING CONDITIONS, PHYSICAL and MENTAL REQUIREMENTS: The working conditions, physical and mental requirements described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include, but are not limited to, the ability to climb ladders, lift heavy boxes, use a variety of maintenance tools, and move office furniture and equipment. Other physical demands in performing the essential functions of this position include: digital dexterity, hearing, seeing, and talking. Mental requirements include, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt, and stay alert in a business environment.

Note: This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. This job description is subject to change at any time.