



One Kalakaua Senior Living Job Description

Position:	Maintenance1	Status:	Hourly
Supervisor:	Facility Operations Manager	Department:	Maintenance & Housekeeping

A. PRIMARY PURPOSE

The Project Maintenance person performs maintenance and repairs of the One Kalakaua Building including residential apartments.

B. GENERAL DUTIES

1. POLICIES AND PROCEDURES. Understands and follows policies and procedures.
2. WORK SAFETY. Follows general safety practices, reports safety hazards and demonstrates safe behavior.
3. HIPAA. Maintains confidentiality of resident information.
4. DOCUMENTATION. Documents and records information with consistency, accuracy and proper utilization of terminology.
5. REPORTING. Assists with ensuring resident needs, concerns, incidents, changes in condition and abuse are reported to the appropriate parties (including the immediate supervisor) in a timely manner.

C. ESSENTIAL DUTIES

1. BUILDING MAINTENANCE. Performs routine maintenance, minor repairs and replacements of the building's equipment, furniture, fixtures and finishes.
2. HEAVY JANITORIAL. Performs deep cleaning and restoration of windows, furniture, carpets, tile, concrete and other hard surfaces.
3. APARTMENT MAINTENANCE. Performs routine maintenance, minor repairs of the apartments equipment, furniture, fixtures and finishes.
4. BUILDING EMERGENCIES. Responds to building emergencies; conducts initial assessment, determines/takes action required and reports findings to appropriate parties.
5. FIRE EMERGENCIES. Acts as the first responder to fire alarms responsible for investigating the scene and putting out small fires.

D. NON ESSENTIAL DUTIES

Employee may be required to perform additional duties and/or secondary positions, as necessary, to meet standards of quality.

E. HOURS OF DUTY

Day and Evening Shifts including holidays and weekends; shifts may vary.

F. WORKING CONDITIONS

1. May be exposed to hot, cold, moist or dry environment, with occasional exposure to outdoor weather.
2. May be exposed to verbal and physical challenges by residents.
3. May be exposed to unsanitary conditions, unpleasant odors, fumes, blood and bodily fluids. Protective equipment and clothing are provided.
4. Exposed to varying degrees of dust, fumes, noise, and cleaning chemicals.
5. Works in areas with high voltage, hazardous equipment and moving parts. Works with various power tools. Safety devices and personal protective equipment are provided.

G. QUALIFICATIONS AND REQUIRED SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. EDUCATION AND EXPERIENCE. Must possess, as a minimum, a high school diploma or GED and two (2) years experience in hotel and/or residential maintenance required. Technical school background or equivalent experience. Experienced in using hand tools and cleaning equipment. Current CPR and First Aid certification required.
2. LANGUAGE SKILLS. Communicates effectively, both orally and written, using proper speech and grammar.
3. REASONING ABILITY. Able to understand and follow written and oral instructions. Uses good judgment, takes initiative in identifying hazards, notices residents changes in condition or other situations and responds appropriately and timely.
4. PHYSICAL DEMANDS. Physical demands require being able to lift and carry up to 80 pounds on an occasional basis and stand for 80% of the time. Must be able to move quickly, push, pull climb, bend, stoop, squat, twist, crawl, reach, balance and climb ladders up to 30 feet. Fine and gross motor skills required.

I have read and understand my Job Description. I further agree that the skills and duties listed in my Job Description is not intended, nor should it be construed, as an exhaustive list of my duties, required skills, efforts or working conditions associated with this job. I may be required to perform additional tasks, as necessary, to meet standards of quality.

Employee Print Name	Signature	Date	Administration Signature	Date
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Effective 3/1/19 - Employees hired before 3/1/19 will be exempt from the education requirement of possessing a high school diploma or GED.