

<b>1.9</b>	<b>Job Description - Maintenance</b>
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**GENERAL STATEMENT OF DUTIES:**

SIRCOMM Maintenance Personnel provide as-needed general building maintenance and small equipment and appliance repair and/or preventative maintenance on non-dispatch related equipment. Personnel are supervised by, and report directly to, the SIRCOMM Director, with occasional direction from the Administrative Assistant.

**DISTINGUISHING CHARACTERISTICS OF THE POSITION:**

Under the supervision of the Director, persons assigned to this position perform maintenance duties and tasks as-needed for the general upkeep, repair, and preventative maintenance of the SIRCOMM facility and/or small equipment and appliances. This position requires a specific skill set and significant independence.

**EXAMPLES OF WORK:**

The following tasks are typical for this position. Maintenance Personnel may not perform all of these tasks and/or may perform similar tasks not listed here. This list of duties is illustrative and used to provide examples only.

1. Change light bulbs throughout the facility;
2. Place sandbags along shop bay door during wet seasons;
3. Perform minor repairs not requiring specialty tools (e.g. broken doorhandle, broken dishwasher hinge);
4. Move crates, boxes, cabinets, etc. to archive rooms, attic, shop, storage, or rubbish receptacles;
5. Clear outside gutters;
6. Inspect the premises for maintenance issues and report the need for repairs to the Director.
7. Other such tasks as may be assigned by the Director and/or Administrative Assistant.

**PHYSICAL REQUIREMENTS:**

Due to the nature of the tasks being performed, persons assigned to this position must be physically capable of:

1. Ascending and descending a ladder;
2. Lifting and carrying up to 50lbs;
3. Operating a dolly and/or handcrate;
4. Identifying and properly using hand tools and/or small equipment.

