



## **Job Description – Maintenance Associate**

Location: Harrisonburg, VA

Reports to: Maintenance Supervisor

Work Hours: 8:00AM – 4:30PM

### **Responsibilities:**

- Monitor the general conditions of company buildings and equipment to ensure high quality appearance and performance
- Evaluate needs and make repairs where qualified
- Perform minor repairs to masonry, electrical equipment, plumbing, roofing and gutters, interior and exterior paint, concrete floors, pads, sidewalks, and asphalt
- Complete preventative maintenance and repair to HVAC, overhead doors, dock levelers, automobiles, and residential houses
- Follow an established service for preventative maintenance of equipment, warehouses, facilities, and company properties
- Conduct exterior preventative maintenance including seeding, fertilization, spraying weeds, spreading mulch, trimming shrubs, snow removal, and other related tasks
- Compile a log of all service and maintenance activity
- Ensure handling of hazardous materials such as paints, solvents, chemicals, and fertilizers complies with state and federal regulations

### **Qualifications:**

- Minimum of H.S. degree or equivalent
- 3 years of general maintenance experience
- Experience with mechanical and electrical repair
- Desire to work hard
- Quick learner
- Ability to communicate effectively
- Ability to read and follow safety regulations
- Ability to use basic maintenance equipment such as saws, drills, testers, lifts, and floor maintenance equipment
- Ability to determine material requirements for specific and/or specialized projects
- Ability to work at elevated heights of up to 50 feet
- Ability to install, move, dismantle, and reassemble machinery and mechanical equipment
- Knowledge of maintenance supplies, equipment, services, and general landscaping and lawn care
- Knowledge of plumbing, HVAC systems, and building electrical systems
- Knowledge of basic carpentry, sheet rock, painting and door hardware installation

### **License/Certificates:**

- Possession of a valid state driver's license is required

*This job description reflects management's assignment of essential functions and nothing in this job description restricts management's rights to assign or reassign duties at any time.*