



## **InterChange Group, Inc. – Job Description**

Position: Maintenance Associate  
Location: Harrisonburg, VA Office  
Reports to: Maintenance Supervisor

### **Duties:**

Any task imaginable, including painting, mowing & lawn care, minor plumbing repair, basic understanding of electrical systems and repair, minor roof repair, small masonry projects, gutter installation, HVAC preventative maintenance, overhead door preventative maintenance, dock plate preventative maintenance, flooring installation and maintenance, minor auto repair, lawn care, chimney cleaning, gravel & earth work, painting, cleaning, carpentry, etc.

- Perform maintenance and preventative maintenance of warehouses, facilities and company properties
- Monitors the general conditions of the building and its equipment to ensure a high level of quality appearance and performance. Evaluates needs, performs repairs where qualified
- Perform minor electrical repairs and upgrades
- Painting - Interior and exterior
- Performs Exterior Maintenance, including Lawn Care, Mowing, Weeding, Weed Eating, Raking, Fertilization, Sprinkler Maintenance, Leaf and Snow Removal, and other related outdoor tasks.
- Minor Plumbing Repair
- Minor Roof Repair – tighten screws or rivets, apply caulk or tar
- Perform minor repairs to concrete floors, pads, walks, and minor repair to asphalt drives
- Follows an established service schedule for maintenance of equipment and building systems.
- Compiles 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:**

- Experience with Building, Mechanical, and Electrical Maintenance and Repair.
- An understanding of General Landscaping and Lawn Care
- Ability to determine material requirements for specific or specialized projects
- Quick learner
- Some tools preferred
- Desire to work hard
- General Handyman experience helpful

**Knowledge, Skills and Abilities:**

- Knowledge of maintenance supplies, equipment, and services
- Ability to read, understand, and follow safety procedures.
- Some knowledge and understanding of building electrical systems, HVAC systems, and plumbing.
- Must have the ability to use basic maintenance equipment, including but not limited to, mowers, trimmers, saws, drills, hand tools, lifts, and vacuum and shampoo cleaners
- Ability to communicate effectively.
- Basic carpentry, sheet rock, painting, and door hardware installation skills.
- Ability to work in elevated locations up to 50 feet
- Ability to perform preventive maintenance on a variety of facility overhead doors and dock equipment.
- Ability to install, move, dismantle, repair, and reassemble machinery and mechanical equipment.

**Training and Experience:**

- Any combination of training and experience equivalent to completion of high school and three (3) years of general maintenance experience. General knowledge of a variety of mechanical systems is required.

**License/Certificates:**

- Possession of a valid state driver's license is required. Possession of mechanical licenses and/or certificates is preferred

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