
RECRUITMENT ANNOUNCEMENT

Wasatch Mental Health

Provo, UT

Phone: (801) 852-4714

www.wasatch.org

Posting Date: 01/08/2019

Closing Date: Open Until Filled

Part Time Maintenance Worker

Maintenance Department

PCN#: MW03

Starting Pay Range: \$12.65 – \$17.17 Hourly

*Starting pay may vary based upon directly related job experience

Schedule: Monday-Friday

Hours: Flexible

Minimum Qualifications: High school diploma or GED; One (1) year of responsible experience performing above and related duties; OR An equivalent combination of education and experience.

Please note, this position requires driving a facility van in which you must be at least 21 years of age with a current state driver's license

ADDITIONAL REQUIREMENTS: Employment at Wasatch Mental Health is contingent on successful completion of a drug screen, motor vehicle record review and criminal background check. This position requires a National Provider Identifier (NPI) as outlined by Medicaid and Medicare and application must be completed prior to start of employment. After hire you must complete and receive a Criminal Background Clearance (BCI) from Utah State Office of Licensing.

Please go to www.wasatch.org. Complete and submit WMH application online. (Please note: Resumes will not be accepted without a completed WMH application.)

Wasatch Mental Health

JOB DESCRIPTION



JOB TITLE:	Maintenance Worker	FLSA:	Non-Exempt
DEPARTMENT:	Care Management Services	EFFECTIVE DATE:	12/2016
DIVISION:	Support Services	LAST REVISED:	12/2016

GENERAL PURPOSE

Performs general vehicle maintenance and upkeep. Performs a variety of basic grounds keeping tasks requiring a wide range of abilities related to turf care, sprinkler system installation, maintenance and repair; clean-up, snow removal, and other related duties. Provides overall care and cleaning of the parking lots and grounds for agency facilities.

SUPERVISION RECEIVED

Works under the general supervision of the Maintenance Foreman.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Vehicle Maintenance: Assist the vehicle specialist in maintaining the company vehicles; performs general scheduled and non-scheduled cleaning of vehicle interior and exterior; operates vacuum and applies various cleaning agents; repairs or replaces broken parts and fixtures; monitors vehicle condition and creates record of vehicle condition and maintenance activities; assists the mechanic as a "helper" performing more complex duties.

Grounds keeping: Performs basic grounds maintenance practices, assures maintenance of grounds equipment; performs basic sprinkler system repairs and maintenance; and any or all of the following duties: mows, rakes and waters lawns; plants, transplants, waters and trims shrubs, flowers and trees; controls weeds; applies fertilizer, herbicides and pesticides; removes ice, snow and debris from sidewalks, parking lots and streets; stores equipment; many install and repair sprinkler systems; performs other duties as assigned.

Monitors and assures proper inventory of supplies and equipment; assures proper maintenance, care and cleaning of grounds, parking areas and improvements.

Housekeeping: Basic custodial duties such as window cleaning, floor stripping and refinishing, carpet cleaning etc.

General Duties: Performs on-call duties to assure timely response to grounds keeping emergencies.

Conducts routine and regular inspections.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. High school diploma or GED;
 - AND
 - B. One (1) year of responsible experience performing above and related duties;
 - OR
 - C. An equivalent combination of education and experience.
2. Knowledge, Skills, and Abilities:

Working knowledge of basic auto mechanics, small engine repair, etc.; landscaping and grounds maintenance practices; mechanical operations and methods of repairing equipment, including sprinkler

Irrigation equipment; herbicides, pesticides, fertilizers and sprinkling application methods; general and common sense safety practices and procedures related to grounds and facility maintenance equipment.

Skill in the operation of various related equipment, including mechanic's hand tools and power tools, lawn mowers, weed whackers, sprinkler systems, and other tools common to grounds keeping.

Ability to determine needs for services and supplies necessary to carry out the task; communicate effectively, verbally and in writing; develop effective working relationships with supervisors, co-workers and the public; work independently; operate grounds equipment and power tools; lift and carry moderately heavy loads; establish and follow through on work priorities; deal effectively with some stress caused by work load and time deadlines; understand and follow OSHA standards and regulations.

3. Special Qualifications (Certifications, Licenses):

Must possess a valid driver's license and have a driving record acceptable to the Center's insurance carrier. Herbicide/pesticide applicator license may be required. Must work variable seasonal, weather related, emergency work schedules as needed.

4. Work Environment:

Incumbent of the position performs both indoor and outdoor physically demanding duties. Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping, reaching, hearing and seeing critical to the safe performance of essential functions. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, discriminating thinking, and guided problem solving. May be required to lift in excess of 75 pounds in normal course of job performance.