

Cetronia Ambulance Corp
Job Description

Job Title: Facilities Support/Maintenance/Inventory
FLSA: Volunteer
Job Number:
Responsibility To: Director of Project and Facilities Management/ Operations Director
Date: 1/20/2010

Purpose:

Performs housekeeping, light maintenance and recycling tasks

Essential Job Functions:

- Gathers trash and recyclables; pick up trash inside and outside the building
- Restocks soap and paper supplies and cleaning of restrooms
- Sweeps production area floors, dumps trash in to dumpster, cleans break room
- Vacuums office areas
- Dust offices, cabinets and common area
- Assists office personnel in moving furniture and restocking stationery supplies
- Light building maintenance
- Operates simple maintenance equipment such as ladders and hand trucks
- Assist in the long run test for the generator on a quarterly/monthly basis
- Assist in the monitoring of AC filters, water softner maintenance and drain sump maintenance.
- Sweep garage floor
- Shovel walks and steps and salt if necessary during inclement weather.
- Handles material
- Assists with stocking and restocking of units as needed
- Performs other duties as assigned

Knowledge

- Basic knowledge of simple hand tools and other maintenance equipment.

Technical Skills

- Communicating effectively at all levels, both orally and in writing.
- Planning, coordinating and scheduling work assignments and time off.
- Preparing clear and concise reports, relating to maintenance in the requisition of supplies materials or other related services..

Behavioral and Physical Skills

- Ability to communicate effectively
- Capable of lifting up to 50 lbs
- Ability to perform tasks independently with little or no supervision
- Ability to work to work 12 feet above the floor, on occasion

Certification(s) and/or License(s)

- Must possess and maintain a valid State of Pennsylvania driver license.
- High School graduate or equivalent