

Maintenance Worker

Classification: Hourly, Non-Exempt
Reports to: Special Projects Coordinator
Location: Hermiston/Milton-Freewater/Pendleton (circle one)

Job Description

Objective

Under general supervision of the Special Projects Coordinator this person is responsible for performing routine and preventative maintenance and repair procedures in Horizon's group homes, facilities, and equipment.

Essential Responsibilities and Duties

- Perform manual labor.
- Operate power and manual tools safely and efficiently.
- Have working knowledge of tools, materials, methods and practice used in maintenance.
- Comply with safety regulations and maintain a clean and orderly work area.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Comply with safety regulations:
 - Follows transportation safety guidelines when operating Horizon vehicle during work hours.
 - Reports accidents and citations to appropriate person immediately, using applicable forms and procedures.
- Provides emergency/unscheduled repairs as needed.
- Accepts supervision.
- Works independently without direct supervision.
- Follow written and verbal instructions.
- Communicates effectively verbally and in writing.
- Perform other duties as assigned.

Qualifications

- Experience, Competencies, and Education

Work Schedule

The normal work schedule is Monday through Friday from 8 am to 4 pm. The schedule is subject to change as emergency/unscheduled repairs are needed. It is the attendance standard of the employer that all employees are present and on time for each work shift that they are scheduled to work. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency, or vacation.

Physical Demands

Physical demands of the job may include moving from location to location – such as when you are providing training or monitoring or providing employment related activities. Must be able to lift (using approved techniques and procedures) and move objects up to 75 pounds when necessary and may require working in various weather conditions.

Work Environment

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Other Requirements

All positions with Horizon Project, Inc. require that the employee have and maintain a valid driver license; be insurable by Horizon's auto insurance carrier; and, meet and maintain driver eligibility standards as outlined in Horizon Project's Employee Handbook.

Successful completion of organized in-service training provided by the employer as well as on-the-job training as assigned and completion of state training regarding the Individual Support Plan (ISP) system is required.

Acknowledgement

Your employment is at-will. This means that you may resign your position at any time, for any reason. In turn, Horizon Project, Inc. may terminate your employment at any time for any lawful reason, with or without cause.

I understand that this document does not constitute a written contract for employment and that no one other than the CEO of Horizon Project, Inc. has the authority to enter into any such contract.

I have read and understand the above job description and agree to perform the job duties to the best of my ability.

Employee Signature: _____ Date: _____

Employee Name Printed: _____

I have reviewed the job description with this employee.

Supervisor Signature: _____ Date: _____

Supervisor Name Printed: _____