



# Job Description

<b>Position Title:</b>	Apprentice, Maintenance
<b>Position Reports:</b>	Manager, Facilities & Grounds   Campus Superintendent
<b>Exempt/Non-exempt:</b>	Full time, Non-Exempt

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## **Position Summary**

Per the direction of the Lead/Manager, Property & Facilities, this apprentice position will be trained and responsible for the upkeep of facility needs and assigned construction and operational projects on Powell Gardens' campus including buildings, structures and internal/external programs and events.

## **Essential Functions**

### **Facility Services**

- Working with the Manager, Property & Facilities, proactively assess the structural integrity and equipment needs of Powell Gardens' buildings, infrastructure, and grounds.
- Inspect and communicate concerns or needs in a timely manner, allowing enough lead time to manage issues.
- Perform preventive and corrective maintenance of different assets, equipment, and machinery to ensure smooth operations to reduce unplanned equipment failures.
- Keep work areas organized, clean and safe for self, employees, and public at all times.
- Operate necessary equipment: motor vehicles, hand drills, hand tools.
- Establish/maintain vehicle/equipment inspection list and records to ensure optimal performance.
- Keep tools clean and in working order, returning items to their appropriate areas.
- Other maintenance and project duties as assigned e.g., capital projects, construction initiatives, (de)installation of festivals and exhibitions.
- Compliance with organizational policies and procedures, including code of conduct and

### **Project Support**

- Rely on a work order process to ensure a feedback loop ensures requests are completed as expected.
- Ensure service and operations standards focus on service, quality, and timeliness.
- Support events and programs with assigned tasks for pre, post, and while the activity is taking place.

## **Other Duties**

- Adhere to safety standards and contribute to other staff members upholding safety standards.

- Promptly report any security, health, and safety incidents to supervisor.

### **Experience/Education**

- High School Diploma or GED Required
- Vocational Training in Building Utilities and Construction / Maintenance or similar field to include HVAC, Electrical or Plumbing *Preferred*

### **Knowledge**

- Operate necessary equipment and vehicles.
- Valid driver's license.
- Must be able to calculate and read measurements.
- Understand the importance of attention to quality and detail in high maintenance setting.
- Must have a good understanding of and be capable to perform with training: carpentry, construction practices, standard maintenance, plumbing, electrical, HVAC, and concrete practices.
- Must be able to communicate professionally and maintain amicable relationships with co-workers, volunteers and visitors.
- Must be able to work in high places & in tight areas while maintaining safe practices at all times.
- Must be able to work alone and in team work groups.
- Must have dexterity and be able to use all types of hand tools and maneuver in and out of small openings.

### **Physical Requirements/Work Environment**

Must be able to lift 80 lbs; accomplish strenuous work on an ongoing basis in various weather conditions, including extreme heat and cold; with speed and accuracy. The normal work schedule will include a weekend day. Must be able to work evenings and weekends as needed.

### ***Disclaimer Statement:***

*Every effort has been made to make your job description as complete as possible. However, this position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other duties requested by their department supervisor.*

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_