

KREIDER SERVICES, INC.
Job Description

Job Title: Maintenance Specialist
Department: Maintenance
Reports to: Maintenance Manager
FLSA Status: Non-exempt
Pay: \$10.85

Prepared by: Maintenance Manager
Prepared Date: 11/25/02
Revised Date: 7/1/09
Approved By: A McClain
Approval Date: 7/1/07

OUR MISSION

Provide meaningful supports to people with intellectual and developmental disabilities in Northern Illinois.

OUR VISION

People reaching their fullest potential by having meaningful opportunities to live, work and participate in their community.

OUR VALUES

- | | |
|--------------------|-----------------------------|
| * Mission Driven | * Respectful Interactions |
| * Teamwork | * Commitment to Excellence |
| * Accountability | * Stewardship |
| * Creativity | * Innovations |
| * Ethical | * Promote Safe Environments |
| * Customer Service | * Celebrating Success |

PHILOSOPHIES THAT GOVERN THIS JOB

- ❖ We are client focused
- ❖ We pursue the capabilities of each individual
- ❖ We teach appropriate choice and independence
- ❖ We provide an atmosphere free of discrimination, abuse and neglect
- ❖ We treat individuals with dignity and respect.
- ❖ We promote an atmosphere of learning

GENERAL JOB DUTIES

To provide general maintenance to Kreider Services, Inc. property and equipment.

ESSENTIAL JOB DUTIES

Provide scheduled inspections for all buildings to include documentation of items inspected, documentation of follow up on findings, and a record of repairs made to include copies routed to the maintenance manager for review.

Items to be inspected include:

Plumbing
Electrical

Heating/Cooling Systems
Fire Alarm Systems
Sprinkler Systems
Exit Lights
Emergency Lights
Mixing Valves
Appliances
Production Equipment

Provide repairs as needed to above items.

Complete building repair requests on a daily basis.

ADDITIONAL JOB DUTIES

Assist with Maintenance/Housekeeping duties as assigned.

Provide Snow removal as required.

Other duties as assigned.

QUALIFICATIONS

Five years experience in building trades and/or building maintenance. Valid drivers license with driving record acceptable to Agency insurer, must be 18 years of age. Requires all tools required to complete tasks. Requires a vehicle to travel with on a daily basis, capable of transporting supplies and equipment required to perform duties.

PHYSICAL DEMANDS

Scheduled weekday hours, occasional evening/weekend. Works in a wide variety of settings, including outdoors in extreme weather conditions. Frequently travels within county. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Must be able to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, finger, grasp, talk, hear, perform repetitive motions. Subject to noise that would cause them to have to shout, includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, chemicals, etc. Can be exposed to body waste products.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.