

General Position Information:

This specific job description covers the basic functions, qualifications, requirements, working conditions and skills necessary, but not limited to for successful fulfillment of this position in accordance to the standards of the company.

DOL Overtime Status: <u>Non-Exempt</u>	Pay Type: <u>Hourly</u>	Location: <u>Charter One</u>
Employment: <u>Regular Full-Time</u>	Base Pay \$ _____ to \$ _____ hourly	Department: <u>Engineering</u>
Workers Comp Code: <u>9052</u>	Level: <u>Staff</u>	Reports to: <u>Engineering Manager</u>
EEOC Class: <u>7-Oper/SmS</u>	Benefit Class: <u>(1)</u>	Supervises: <u>None</u>

Position Summary:

Maintains hotel, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities.

Job Specifications/Qualifications: (Min. knowledge, skills, and abilities required)

- **Education/Training (or equivalent):** H.S. Degree / GED College Degree Certification/License*
 - Minimum 9th grade education.
 - Additional education or vocational training preferred.
- **Experience: (Type of work experience, min. number of years):**
 - Minimum 1 year of relevant experience preferred; hotel maintenance experience a plus.
- **Technical or Administrative Knowledge:**
 - Knowledge of general maintenance services and “handyman” functions.
 - Ability to solve practical problems and deal with a variety of variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Special Skills and/or Abilities:**
 - Must be able to add, subtract, multiply and divide.
 - Problem analysis and problem resolution at a functional level.
 - Maintains professional appearance and demeanor at all times.
 - Ability to meet US employment eligibility requirements and Charter One eligibility requirements.

Physical Requirements and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the *essential functions of this job*. Reasonable accommodations that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of a safety concern.

Key to denote % of time requirements necessary to perform essential functions of this job.
0% = Zero (O) 1-35% = Little (L) 36-70% = Moderate (M) 71-100% = Great (G)

- **Physical Requirements:** **Light:** Lifting 0-10 pds. **Moderate:** Lifting 0-25 pds. **Heavy:** Lifting 25+ pds.

G -Bending/stooping G -Reaching above/below the waist G -Pushing/pulling movements L -Climbing stairs / ladders	G -Standing L -Kneeling L -Sitting G -Walking	G -Lifting L-Taste/Smell L -Typing	L -Color / Depth perception L -Fine hand & finger movements O -Operate motor vehicle M -Operate various equipment
--	--	--	--

- Working Conditions and Schedules:

- G - Interacting with co-workers, vendors, and customers.
- L - Exposed at times to potentially infectious materials is low.
- L - Exposed to various noise levels: Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing, and/or sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- L - Office machines, phones, fax, computers, postage meter, etc.
- G - Working environment:: Both inside and outside work. Variety of different work environments; hot, cold, air conditioned, smoky, steamy, humid, etc.
- L - Works nights, weekends and holidays.

- **Necessary traits for this position:** Seeing Hearing Talking* Reading* Writing*

- Basic comprehension of English language using the traits* marked above for purposes of safety, management direction and job responsibility, and minimal third party interaction.
- Proficiency of the traits* marked above in the following languages for business letters, memos, customer interaction, presentations, demonstrations, employee direction, audits, etc: English Spanish French Other _____

Job Functions, Unique Duties and Responsibilities:

Essential Functions include but not limited to the following:

- Maintains hotel, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities, using hand tools.
- Replaces air-conditioner filters.
- Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
- May tend furnace, air-conditioner, and boiler to provide heat, cool air, and hot water for guests.
- Adheres to all safety policies and reports any unsafe conditions to management.
- Assists in ensuring an adequate working environment to the facility's occupants in terms of ambient temperature, humidity, ventilation, air quality and general cleanliness.
- Assists in ensuring that plumbing, HVAC and mechanical systems supporting critical systems operate within specified equipment tolerances.
- Checks and maintains pool to ensure cleanliness and safety at all times.
- Snow removal from all property exits, fire hydrants, walkways, etc.
- Inspects and logs readings.
- Responds to emergency situations involving mechanical and plumbing system failures and take appropriate corrective action as needed.
- Utilizes materials and tools in accordance with control procedures.
- Ensures that work sites are cleaned up after work has been completed, and that work areas are tidy and safe.
- Maintains inventory of supplies needed to perform job function.
- Reports major repairs and other items that cannot be repaired in-house for further action.
- Additional preventive maintenance as required.
- Attends department meetings and training as requested.
- Complies with all policies as described in the Charter One Employee Handbook.
- Other duties may be assigned based on company's needs.

I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.

Signature _____ Date _____