

JOB TITLE: Maintenance/Janitor

EMPLOYER: Conner Athletic Products

SUMMARY:

Maintains all equipment, buildings, and property in proper condition. Performs preventive maintenance on all equipment, and maintains facility including cleaning and sanitary top condition.

DUTIES AND RESPONSIBILITIES:

- Routinely inspects and maintains building, roof, drains, shop, and grounds.
- Performs minor and routine repairs including but not limited to painting, plumbing, electrical wiring, and other related maintenance activities.
- Assists and helps maintain heating and air conditioning units for the facility.
- Assists with the installation and modification of building equipment systems.
- Communicates need for major repairs or additions to lighting, heating, and ventilating equipment to appropriate manager.
- Responds in a timely fashion to problems related to facility maintenance and repair.
- Makes recommendations to upgrade maintenance operations and/or implement savings opportunities.
- Inspects buildings, grounds, and equipment of unsafe or malfunctioning conditions.
- Maintains a clean, safe working environment.
- Possesses and maintains a high level of competency and efficiency in all aspects of maintenance operations.
- Performing and documenting routine inspection and maintenance activities.
- Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom /shower cleaning etc.)
- Restocks soap and toilet paper as needed.
- Wash windows
- Empty all trash cans on daily basis and disposes of trash in designated areas.
- Reports any broken items to management.
- Replaces light bulbs as needed.
- Performs other related duties as assigned by management.

QUALIFICATIONS:

- Able to read labels and instructions on products and interpret written information.
- Organizational skills
- Time management
- Able to work in a team environment and take direction.
- Able to stand and exert fast-paced mobility for entire shift.
- Able to maintain balance, lift, bend, kneel, stoop, and wipe.

COMPETENCIES:

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand
- Continually required to walk
- Occasionally required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually work near moving mechanical parts
- Occasionally work around fumes, airborne particles, or toxic chemicals
- Frequently exposure to outside weather conditions
- Frequently exposure to extreme heat or cold (non-weather)
- While performing the duties of this job, the noise level in the work environment is usually moderate.
- The employee must occasionally lift and /or move more than 60 pounds / frequently lift and/or move up to 35 pounds / continually lift and/or move up to 15 pounds

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT

I have read the foregoing job description and understand the responsibilities of the job. I agree that I am able to perform the essential duties of this position.

Employee Name

Manager Name

Employee Signature

Manager Signature

Date Signed

Date Signed