

Maintenance Helper – Menorah Park of CNY

Perform general maintenance duties to include routine installation, inspection, maintenance, and repair of electrical, mechanical, and plumbing systems, etc., to maintain the facility grounds and equipment, and building elements.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Perform semi-skilled tasks in a safe and efficient manner in accordance with current applicable Federal, State, and local standards, guidelines, and regulations, as well as the facility's established policies and procedures on a multitude of plumbing, electric Steam, air handling, refrigeration, and building.
2. Inspects electrical systems and equipment including lighting circuits and switches, making routine repairs, replacing fuses, cleaning panels, etc. as necessary.
3. Cleans and lubricates electric motors; small and major appliances, floor machines, carts etc. making repairs, as necessary.
4. Repairs or replaces cords and plugs on electrical equipment; removes, replaces, repairs, switches, wiring panels.
5. Cleans and/or replaces air conditioner filters.
6. Repairs, adjusts, and cleans ceiling vents, utility fans, exhaust fans, bearings and belts.
7. Cuts, threads, assemble, and seals pipes and fittings.
8. Replaces valve seats and packings.
9. Removes, repairs, adjusts, maintains defrost controls, condensers and coolers. Assist in initial installations of new equipment.
10. Actively participate in the preventative maintenance program. Assist in initial installations of new equipment.
11. Repairs, inspects plumbing valves, tub and shower connections, snakes kitchen floor and drains, kitchen sink and dishwasher.
12. Performs preventative maintenance on all equipment and areas as directed.
13. Weld machinery, as directed.
14. Paints walls, ceilings, curbs etc. as assigned.
15. Maintains, cleans, and inspects boilers, expansion joints, and insulation and vacuum breakers.
16. Report all unsafe/hazardous conditions, defective equipment, breakdowns, incidents/accidents, etc., to your supervisor immediately.
17. Assure that work areas and corridors etc. are clean and free of hazardous conditions and that tools, supplies, etc. are properly stored before leaving such areas on breaks, end of work day, etc.
18. Assure that maintenance schedules are followed as outlined for respective shift.
19. Grounds keeping including mowing, edging, trimming, snow removal and general clean up as directed.
20. Attends and participates in in-service programs, on-the-job training programs, seminars, workshops, etc., as directed.
21. Performs other similar or related duties.

REQUIREMENTS: Must have own hand tools and valid Driver's License

HOURS: Full Time, 10am - 6pm. with working two Saturdays on and two Saturdays off.

Salary - DOE