

Helen Purcell

Job Opportunity

Date Posted: 1/11/21

Application Deadline: U p o n f i l l i n g p o s i t i o n

Department: Maintenance

Position: Maintenance

Status: Full Time

Salary: \$14.28

Minimum Qualifications:

Certifications Required:

Must have valid driver's license

Physical requirements:

Outside work required in both hot and cold temperatures

Must be able to lift up to 60 lbs. on an occasional basis

Must be able to climb and work on/from ladders

Must be able to work flexible hours

Subject to being called in to work on short notice to deal with emergent issues

Essential Job Duties:

1. Maintains regular attendance by working all shifts as scheduled.
2. Promptly completes maintenance assignments from the Resident Services Director.
3. Ensures Helen Purcell's fire extinguishers, fire alarms and security systems and safety systems are always operational.
4. Promptly follows up on requests for maintenance from Helen Purcell's staff, residents, their families and POAs.
5. Completes all functions required to maintain the grounds of Helen Purcell, including but not limited to: Mowing, planting flowers and trees, raking leaves, sweeping parking lots, removing snow and ice and dispersing salt emptying trash receptacles etc....
6. Prepares unoccupied resident rooms for new residents and helps residents move in and/or out, as requested.
7. Maintains the cleanliness of the exterior entrance.
8. Maintains maintenance shop, boiler room and basement storage and work areas in a neat an orderly manner.
9. Uses Helen Purcell's tools and equipment in a safe manner.
10. Informs supervisor about missing, damaged or broken equipment and tools.
11. Assists residents as requested.
12. Orders, receives and stocks cleaning supplies and non-kitchen, non-nursing paper products.
13. Assists residents with the community gardens.
14. Paints, hangs pictures etc...
15. Provides minor electric and plumbing installations and repairs.
16. Decorates Helen Purcell exterior for each holiday.
17. Schedules, conducts and documents fire drills, as required by the State of Ohio.
18. Follows all policies and procedures as issued by Helen Purcell.
19. Performs other related duties as assigned.

Internal Applicants: Submit letter of interest before the posting deadline

External Applicants: Please Submit Application and Resume via mail, Fax, in person or via our web-site by the application deadline to:

Helen Purcell Attn: Missy Miller

1854 Norwood Boulevard

Zanesville, OH 43701 FAX:

Web site: www.helenpurcell.org

Helen Purcell is an Equal Opportunity Employer