



Keeping Youth
Journeying Onward

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Job Title: Maintenance Worker
Department: Operations
Reports To: Director/Safety Committee
FLSA Status: Non-Exempt
Prepared Date: July 16th, 2021
Approved By: Cameron Ferraro
Approved Date: July 16th, 2021

SUMMARY:

Maintains the physical integrity of each group home and the office.

PURPOSE AND BELIEFS

- Consistently contributes to the Organization's Vision and Mission Statements and demonstrates the Values of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintains all resident facilities in a safe and operational manner.
- Ensures homes integrity is in compliance with all aspects of Title 22.
- Meets weekly with the Facility Administrators to ensure repair requests are completed in a timely manner.
- Checks work order requests and ranks them in order of priority before performing tasks.
- Frequently assesses group homes integrity and makes repairs in an efficient and cost effective manner while maintaining compliance with Title 22. Immediately elevates concerns or barriers of this goal to the Office Manager.
- Maintains confidentiality of all business matters.
- Requires a reliable vehicle.

SUPERVISORY RESPONSIBILITIES

This job has no direct supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED) and two (2) years minimum experience working in the maintenance and repair field. Required 21 years of age or older. Knowledge of, and

the ability to comply with Title 22 regulations and applicable laws governing residential care facilities.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write simple correspondence and understand written or oral directions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with multiple projects, needs, use good judgment and decision-making skills.

COMPUTER SKILLS

To perform this job successfully, an individual must be proficient in Microsoft Word, Outlook, Excel, and use of basic office equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

Required to meet standards set by Community Care Licensing: physical exam and health questionnaire; TB clearance; Statement of Criminal Convictions; Child Abuse Index Check; and fingerprint clearance. First Aid/CPR Certification required. Required to possess a reliable vehicle, current and valid California Driver's License, acceptable DMV record and proof of current vehicle insurance.

OTHER SKILLS AND ABILITIES

Understands and implements Title 22 regulations and applicable laws. Ability to interact with a wide range of individuals, i.e., coworkers, inspection representatives, placement agencies, law enforcement, medical / emergency personnel, etc.

PHYSICAL DEMANDS 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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk and talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is regularly required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT 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.

The noise level in the work environment is usually moderate to loud.

CORE COMPETENCIES: To perform this job successfully, an individual should demonstrate the following core competencies:

MOTIVATION / INITIATIVE - Sets high standards of performance; Goes beyond their job description with being asked; Alerts their supervisor when their workload has slowed; Meets difficult challenges with resourcefulness; Has a strong sense of urgency about solving problems and getting work done; Extra effort to achieve a goal; Brings problems to their supervisor's attention before due dates.

INDUSTRY/ORGANIZATION KNOWLEDGE: Gains current knowledge of our industry; Shares expertise with others; Aligns work with company goals.

TEAMWORK - Builds morale and group commitments to goals and objectives; Exhibits objectivity and openness to others' views; Gives and welcomes constructive feedback; Uses team to elevate relevant issues; Contributes to building a positive team spirit.

SELF-MANAGEMENT - Shows openness and flexibility to different and new ways of doing things; Handles day-to-day work challenges with confidence; Adjusts to multiple demands, shifting priorities, ambiguity, and rapid change; Shows resilience in the face of constraints, frustrations, or adversity; Conveys willingness to modify one's preferred way of doing things.

ADMINISTRATION - Responds to management direction and requests for service; Follows instructions; Completes multiple and competing tasks on time; Ensures work is accurate and complete; Takes responsibility for own actions; Allocates time efficiently; Does more than what is normally required in a situation.

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.

SAFETY AND SECURITY - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

ADAPTABILITY - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

ATTENDANCE/PUNCTUALITY - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

DEPENDABILITY - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

ACKNOWLEDGMENTS:

I have read and understand the entire job description stated above. I also understand KYJO Enterprises, Inc. retains the right to change the job description at anytime. From time to time, you may be asked to work on special projects, to assist with other work necessary or important to the operation of your group home or KYJO, or work at another group home. Your cooperation and assistance in performing such additional work, or changing your group home, is expected.

KYJO Enterprises, Inc. reserves the right to revise, modify, delete, or add essential duties/responsibilities, procedures and work rules to the job description.

I certify that I can perform all of the “Essential Duties and Responsibilities” and possess the qualifications, certifications, medical exam clearance, reliable vehicle, California Driver’s License, acceptable DMV record and proof of insurance as stated in the job description, except as noted here (If none, so state):

I understand, and agree this job description does not constitute a written or implied contract for employment and my employment relationship with KYJO Enterprises, Inc. is “at-will,” and may be terminated with or without cause and with or without notice at anytime by me or KYJO Enterprises, Inc.

Employee’s Signature

Date

Executive Director

Date

Human Resources Administrator

Date