

## **HONOLULU COMMUNITY ACTION PROGRAM, INC.**

### **POSITION DESCRIPTION**

**POSITION TITLE : Maintenance Worker**

**PROGRAM : Kumuhonua**

**SALARY RANGE : 5**

**REPORT TO : Program Manager**

**SUPERVISES : None**

### **INTRODUCTION**

The Maintenance Worker is responsible for the building and grounds maintenance at our Kumuhonua Transitional Shelter. The Maintenance Worker will support and work alongside the Maintenance Specialist.

The Maintenance Worker will clean out all units when abandoned or when resident participants move-out. The Maintenance Worker will prep units for any and all move-ins. The Maintenance Worker will assist the Maintenance Specialist with projects, minor construction, removal of bulk items from units after move-outs, and disposal of all large trash items from units or as assigned by the Program Manager.

This position may require you to operate electric and gasoline power tools.

### **CORE COMPETENCIES**

1. Communications - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have the ability to read and write English at a high school level.
2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success, in getting groups to learn to work together.
3. Problem Solving – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a “best fit” solution.
4. Build Collaborative Relationships/Teamwork – Develops and maintains win/win relationships and partnerships. The ability to develop, maintain and strengthen partnerships with others inside or outside the organization who can provide

information, assistance, and support.

5. Decision Making/Problem Solving/Analytical Ability – Able to make difficult and appropriate decisions in a timely manner.
6. Self-Development – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

## **ESSENTIAL POSITION RESPONSIBILITIES**

**This position requires a working knowledge of the following:**

- Plumbing: Replacing hot/cold plumbing fixtures; cleaning and unclogging drains; replacing or resurfacing of faucet seats; installing/replacing toilets and disposals/sinks. This may involve working in cramped quarters and, at times, lifting of heavy objects.
- Electrical: maintenance/testing of smoke detectors, fire alarms, receptacles, switches, light fixtures, fuses and circuit breakers replacements.
- Carpentry: Re-hanging and/or replacement of doors and locks; repair and/or replacement of windows, floors, cabinets, etc
- Grounds Maintenance: Tree and shrub trimming; planting; fertilizing; shoveling; de-grassing brick and stone areas; raking leaves, cutting and maintain all grass surrounding the building and inside and outside of the fence line.
- Painting interior and/or exterior as needed, and touch-up work.
- Tile Floors: Spot repairs and/or replacement. Strip and wax annually, or more often as needed.

### **Other General Duties:**

- Responsible for room prep for new occupancy, this includes but is not limited to the general cleaning and furniture assembly/movement.
- Responsible for major cleaning and removal of trash when resident participants leave or move out of Kumuhonua.
- Assist with maintaining inventory of all shelter furniture, equipment and cleaning supplies.
- Maintain adequate supplies for general shelter upkeep as well as community service duties. Assist in the purchasing and receiving process.
- Organize supply area. Sorting and placing materials and items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, etc.
- Assist residents in defining and understanding the requirements for community service tasks.
- Assist the Maintenance Specialist as needed in the performance of special maintenance projects, supervising, and assisting in the organization of resident community service participation.
- May be called upon after hours to respond to and address emergency facility

repairs.

- Maintain janitorial equipment is clean, safe and operable condition.
- All general maintenance of grounds to include, cutting of all grass in and outside of fence line; watering of grass and trimming of all trees; pick up of all trash on property; maintain the cleanliness of designated smoking area;
- Performs other related duties as assigned or required.

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Individuals residing at the Kumuhonua Transitional Living Center are not eligible.

### **EDUCATION**

A high school diploma/GED is minimally required. Completion of an apprenticeship program in a related field, such as electrical, plumbing, and carpentry preferred.

### **EXPERIENCE**

Two (2) years of full-time experience in maintenance at an intermediate level preferred.

### **COMMUNICATION SKILLS**

Able to read, write and understand written safety rules, operating, maintenance instructions, procedure manuals, shipping orders, requisitions, etc.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must have a valid driver's license and daily access to an automobile that is properly licensed /insured, or have access to transportation for work.
- Fitness for duty certificate from medical practitioner.

### **REQUIRED SKILLS, KNOWLEDGE & ABILITIES**

- Demonstrated proficiency in plumbing, HVAC, electrical, carpentry, appliance repair/maintenance, grounds maintenance, painting, etc.
- Must be able to work flexible hours, which may include night duty.
- Knowledge of standard warehouse administrative practices and record-keeping.
- Must be able to communicate and work effectively with people of diverse social, economic, and racial backgrounds.

## **DESIRED SKILLS, KNOWLEDGE & ABILITIES**

- Knowledge of the characteristics of low-income areas and the community resources on Oahu.
- Knowledge of the multi-ethnic cultures common to Oahu.

## **PHYSICAL DEMANDS/WORKING CONDITIONS**

	<b>Never/Rarely</b>	<b>At Times</b>	<b>Often/Constant</b>
Work Locations: in doors			<b>X</b>
Work Locations: outdoors			<b>X</b>
Work Locations: sitting		<b>X</b>	
Walking/standing			<b>X</b>
Bending/crouching/reaching, etc			<b>X</b>
Lifting/carrying - light (up to 10 lbs)			<b>X</b>
Lifting/carrying – medium (11 to 20 lbs)			<b>X</b>
Lifting/carrying – heavy (over 20 lbs.			<b>X</b>
Contact with hazardous materials			<b>X</b>
Dust, smoke, odors, noise, etc			<b>X</b>
Travel - inter-island	<b>X</b>		
Travel - long distance (mainland, international)	<b>X</b>		
Use standard office equipment (including PC keyboard)		<b>X</b>	