

# FOUR RIVERS BEHAVIORAL HEALTH

## Official Posting Notice

Effective [2/21/18] a PT vacancy for this position has been declared at the [Corporate]. Any individual interested in this position should contact the FRBH Human Resource Department at 425 Broadway, Paducah, KY 42001; phone # (270) 444-3625.

**Job Title:** Maintenance Worker  
**Pay Grade:** 4  
**Wage and Hour Status:** Non-Exempt

**Assigned to Scale:** January 19, 2017  
**Resided:** NA

## JOB DESCRIPTION

### I. Position Overview:

This position can be full or part-time with a regular or variable work-week schedule. The individual who holds this position is responsible for performing any assigned maintenance related activity. The expectation is that an individual in this position will assist in procurement of supplies necessary to conduct maintenance activities and perform maintenance and repair related labor. This position may also be responsible for a variety of tasks that are nonetheless essential to the smooth functioning of the corporation under the heading of "Miscellaneous". This position reports administratively to the Chief Operation Officer. The designated supervisor will be identified in the Appointment Letter.

### II. Major Tasks / Responsibilities

#### A. Supply Procurement and Safeguarding

1. Assists in keeping hazardous and non-hazardous item inventories according to established FRBH procedures and/or regulatory standards.
2. Assists in completing supply orders for submission to approved vendors.
3. Assists in obtaining appropriate purchase orders or other authorizations for purchases prior to submitting orders or incurring expenses.
4. Assists in verifying supply deliveries for completeness and appropriateness according to approved procedures.
5. Shops for inventory items as assigned.

#### B. Direct Labor

1. Strives to perform maintenance, construction, and/or repair activities in a fashion that will enhance the environmental pleasantness for staff and consumers, while not compromising any structural integrity.
2. Performs any maintenance, construction, and repair tasks that are within his/her knowledge and ability.
3. Expedites maintenance routines and schedules (daily, weekly, monthly, etc.) as assigned.
4. Adheres to all safety standards, especially in regards to safe-handling of any hazardous material.
5. Ensures machinery, equipment, and implements are properly used, cleaned, and stored.
6. Assists in verifying, as assigned, that activities performed by contractors were done in adherence to agreements and standards.

#### C. Grounds Keeping

1. Ensures that all FRBH properties are well-maintained and aesthetically pleasing.
2. Solicits bids and makes recommendations for contracts with lawn service companies.
3. Ensures that contracted lawn service company complies with duties specified in the contract.

**D. Miscellaneous**

1. Meets productivity standards as assigned.
2. Assists in keeping hazardous and non-hazardous item inventories according to established FRBH procedures and/or regulatory standards.
3. Handles financial instruments (e.g. credit card, checks) according to FRBH Policy.
4. Expedites all assigned periodic reports or other data submissions in an accurate and timely manner.
5. Works cooperatively with other FRBH staff members to facilitate smooth functioning.
6. Attends periodic meetings and/or trainings as assigned.
7. Performs other duties or responsibilities as needed or assigned.

**III. Minimum Qualifications**

- A. **Must possess a High School Diploma or GED.**
- B. **Must have a valid driver's license and insurable driving record.**
- C. **Experience in maintenance or construction preferred.**
- D. **Must pass all required background checks.**

**Confirmation**

With my signature below I affirm that this job description was explained to me on the date indicated.

\_\_\_\_\_  
Candidate/Employee

\_\_\_\_\_  
Date of Explanation