



**MILWAUKEE**  
JEWISH FEDERATION

## **General Maintenance & Building Services Worker JOB DESCRIPTION**

### **Job Function:**

Primary function is to proactively keep the Milwaukee Jewish Federation buildings, mechanicals and grounds well maintained, clean, safe and in top condition. This person reports directly to the Director of Security and Community Properties and Maintenance Manager.

### **HOURS:**

Monday – Friday 6am-3pm multiple locations

- Opportunity is available for off hours for special events and emergencies.

### **Duties and Responsibilities:**

- General description of *building services* duties:
  - **Building Opening Procedures**
  - **Maintenance and Repair:** These duties may include but are not limited to...
    - Replacing ballast and other minor electrical repairs
    - Read a blue print and electrical plan
    - Changing bearing assembly, replacing or repairing pumps
    - Perform preventative maintenance on HVAC equipment
  - **Incidents:** clean-up of museum and MJF incidentals (if needed before cleaning crew arrive)
  - **Attitude:** cheerful and helpful to all occupants of the building
  - **Reporting:**
    - Communicates all issues regarding maintenance, cleaning, etc. to the Director of Security and Community Properties
    - Attends a weekly meeting with the Director of Security and Community Properties
  - **Other:**
    - Communicates issues and workload to the cleaning crew
    - Immediately responds to requests made by Director of Security and Community Properties
- General description of *maintenance* duties:
  - Responsible for the safety and physical condition of the Federation properties. Acts as the first contact for the Security Company and handles off hour calls.
  - Routine monitoring of all mechanical systems and operations verified
  - Perform routine preventive maintenance tasks as required, but not limited to the following: drain cleaning, inspect drives, motors, and belts, check fluid levels, replace filters, and follows checklists.
  - Diagnosis and repair equipment as required
  - Assists in obtaining quotes and arranging for services of outside vendors as needed.

- Other tasks as directed by the Director of Security and Community Properties or Maintenance Manager.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and efforts associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e. changes in personnel, workload, or technological developments).

### **Indicators of Success:**

#### Position Specific:

- MJF properties are safe, secure, clean and comfortable for everyone to work in and visit
- Positive and willing support and contributor to MJF staff
- Must be observant of building issues and possess excellent planning and communication skills
- Appearance is neat and clean

#### Global:

- Ability to work independently, yet embracing a team environment
- High level of responsibility and dependability
- Supports MJF goals and values
- Follows policies and procedures
- Organized and punctual

### **Knowledge, Skills and Abilities:**

#### Position Specific:

- Ability to meet the challenge of deadlines and prioritize workload
- In the absence of deadlines, will have the ability and willingness to fill-in time, improving the appearance and condition of Milwaukee Jewish Federation properties
- General understanding of building mechanical, electrical and plumbing systems
- Ability to repair basic plumbing and electrical components
- General understanding of HVAC repair, CCURE, I-Vue and computerized program operations.

#### Global:

- Willingness to work proactively – a can-do attitude
- Pleasant, cheerful personality with people skills
- Familiarity with Outlook
- Phone demeanor/communication skills
- Good interpersonal skills and self-starter

### **Work Environment and Physical Demands**

The majority of work is done in a general office environment without being exposed to weather conditions. The noise level in the work environment is usually moderate.

The employee is occasionally required to stand and walk; will sit and use hands to finger for computer usage most of the day, may climb stairs although an elevator is available; may stoop, kneel, crouch for filing; must talk on telephone. The employee must rarely lift and/or move up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus especially for computer usage.