

Maintenance Assistant

One (1) Full Time Maintenance Assistant position is available at the Range Mental Health Center providing services for both Hibbing and Virginia. Application for employment should be downloaded from under the careers tab at www.rangementalhealth.org and submitted by June 19, 2018 via one of the following option:

Mail: RMHC, Attn. HR, P.O. Box 1188, Virginia, MN 55792

Fax: 218-749-0741

Email: rtardy@rangementalhealth.org

Essential Functions:

1. Perform general maintenance to ensure ongoing operational use of building or equipment including the use of carpentry, plumbing, painting, and cleaning based tasked to complete assignments
2. Repair and treat structures including floors, walls, sinks, showers, toilets, carpets, roofs, and all other portions of the physical plant
3. Install, repair, replace office furnishings to include desks, bookshelves, cabinets, doors, hinges, and locks
4. Install, repair, replace doors, wallboard, windows, screens, floor coverings, ceiling materials, trim, and other components as needed / assigned
5. Maintain heating and air conditioning equipment by changing filters, belts, and performing other routine recommended maintenance at appropriate intervals
6. Monitor fleet vehicle fluids and tire pressure and deliver vehicle to appropriate vendor for performance of routine scheduled maintenance
7. Performing fire extinguisher and fire alarm system review and ensuring documentation is completed to indicate compliance with OSHA and AWAIR regulations
8. Respond to requests for assistance from staff in a timely manner per procedure
9. Clean designated buildings agency wide
10. Meal delivery to Residential programs for lunch and dinner
11. All other duties as assigned

Educational and Background Requirements:

1. High School Diploma or equivalency
2. Must be at least 18 years of age
3. Must have a valid Driver's license and good driving record
4. Must pass a background check

Minimum Qualifications:

1. Non-judgmental attitude towards others
2. Philosophical approach consistent with Range Mental Health Center's mission
3. Requires experience and ability to run indoor and outdoor powered equipment
4. Requires experience and ability to safely operate both manual powered hand tools
5. Must be able to follow instructions from supervisor
6. Must be able to understand and maintain complete confidentiality

7. Must be able to work independently and as part of a team
8. Must be able to perform basic mathematical calculations
9. Ability to communicate both verbally and in writing in English
10. Flexibility so as to meet demands in a fluid and changing environment

Physical Standards:

1. Able to lift, push, carry, and maneuver materials and equipment of up to 75 pounds frequently during the work shift
2. Must be able to grasp, pull, stoop, kneel, crouch, stand, sit, and crawl frequently during the work shift
3. Must be able to stand for long periods of time, must be able to climb stairs
4. Able to handle significant daily stress
5. Sufficient hearing acuity to accurately record or respond to another party both in person, on the phone, and in a group setting
6. Able to articulate the English language in a manner that is sufficiently clear as to be easily understood
7. Able to maintain an acceptable level of cleanliness and physical appearance

EOE/AA