

#917 Lead Maintenance Worker
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal: 9/13/2021 External: 9/15/2021

Hours: Up to 40/week

Apply To: Morgan Hyatt

REPORTS TO: Director of Operations

HAS DIRECT REPORTS: Yes

JOB SUMMARY:

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

This is a full-time position, Monday - Friday. The Maintenance Lead Worker is responsible for overall building and grounds maintenance and direct supervision of janitorial staff.

TYPICAL RESPONSIBILITIES:

1. Provides daily supervision and oversight of janitorial staff.
2. Responsible for preventive maintenance of equipment and mechanical systems for KAC facilities.
3. Schedules and coordinates contractors and vendors related to installations and projects.
4. Operate and maintains power and manual equipment such as riding/push lawn mower, edger, riding/push snow blowers, floor scrubber, buffer and other hand power tools as needed.
5. Responsible for overall condition and appearance of facilities both interior and exterior.
6. Responsible for lawn maintenance and snow removal.
7. Maintains appropriate records.
8. Participates in budgeting activities including maintaining inventory and purchasing.
9. Responds to and/or delegates internal service requests.
10. Follows and enforces safe operating procedures.
11. Drives as needs (ex. Acquire supplies, deliver equipment for servicing).
12. Work outside in all types of weather.
13. Meets regularly with supervision and direct reports to identify a work plan and priorities.
14. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
15. Perform other duties as assigned by supervisor.

OCCASIONAL RESPONSIBILITIES:

1. Assist fleet staff when needed.
2. Assist off site maintenance contracts when needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM QUALIFICATIONS:

- High school diploma, GED or equivalent.
- Ability to work independently with minimum supervision.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 9/2021

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- Experience in basic building and maintenance operations
- Ability to read and understand repair orders and chemical labels, write and follow directions.
- Valid driver's license with good driving record
- The ability to work effectively with a culturally diverse staff, participants and stakeholders.

PREFERRED QUALIFICATIONS:

- HVAC maintenance experience.
- Ability to drive a snow plow.
- 3-5 years maintenance experience and 1 year janitorial experience

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 frequently required to sit, stand, walk, kneel, and stoop. Approximately 90% of time will be spent walking or standing. The ability to see, hear, touch and communicate is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 120 pounds with help, 50 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

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 of the work environment is normal. The condition of the air is normal. The surface on which work is performed is variable.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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