

Title: Maintenance Worker
Supervisor: Administrator
FLSA: Full Time, Non-Exempt
Location: Daggett Crandall Newcomb Home, Norton

About Daggett-Crandall-Newcomb Home:

The Daggett-Crandall-Newcomb Home is a residential community for elders who need supportive services of daily living, located on five acres of conservation land in Norton. Offering more than the typical assisted living environment, we're a small, comfortable Elder Care residence providing long term residence and short term respite care. Both include licensed nursing 24/7, amenities, delicious meals and engaging activities - all designed to keep residents active and as independent as possible.

Summary of Responsibilities:

The Maintenance Worker performs a variety of duties to ensure the cleanliness, safety and good operation of Daggett-Crandall-Newcomb for the benefit of its residents. Assignments may include, but are not limited to, cleaning, painting, lawn care, snow removal, light carpentry, light plumbing and other preventative maintenance on the facility and its grounds. The Maintenance Worker is responsible for ensuring that the Daggett-Crandall-Newcomb physical plant and grounds are safe and attractive, are managed effectively and efficiently, and that all work is undertaken according to the regulations under which Daggett-Crandall-Newcomb is licensed to operate.

JOB QUALIFICATIONS:

- Demonstrates a positive, professional and residents-first attitude with coworkers, vendors, contractors, sub-contractors and the public.
- Willingly works as a team member and collaborates with co-workers.
- Able to multi-task, prioritize assignments and respect residents' and co-workers' needs.
- Committed to accuracy, thoroughness and careful attention to detail.
- Safety conscious; aware of and respectful of compliance requirements in a highly regulated environment.
- Able to perform light to heavy physical labor, including lifting, bending, kneeling, climbing (ladders), reaching, stretching, pushing, pulling. Requires ability to lift 50+ pounds frequently.
- Able to be on-call for occasional off-hours situations, including snow removal. Able and willing to work hours outside of scheduled shifts as required by special projects or unusual situations.
- Must possess a valid driver's license, reliable transportation and able to pass a criminal background check.

SPECIFIC RESPONSIBILITIES:

- Perform maintenance duties which include, but are not limited to, heavy cleaning, painting, snow removal, carpentry, plumbing repairs, other regular and preventative maintenance on buildings and grounds.
- Regularly clean public areas, including restrooms, vinyl floors and carpet, maintaining them to the highest standards.
- Empty trash and ensure that dumpster contents are secure from pests. Regularly sweep entrances and parking lot and remove rubbish and debris from grounds.
- Mow lawn, weed beds, remove snow and ice and otherwise manage property as seasonal change may demand.

- Perform planned and ongoing preventive maintenance for equipment and residences to prolong life and prevent shutdowns.
- Perform routine painting and repairing of walls, furniture, cabinets, and windows.
- Manage inventory of door locks and keys to ensure access to all spaces as required.
- Maintain cleanliness and good operation of maintenance areas, including basement and garage.
- Undertake requested repairs and improvements on a timely basis.
- Learn/know/observe all regulations which govern Daggett-Crandall-Newcomb license. Employ all required safety precautions and fire safety procedures. Understand emergency action plans and use of fire control/alarm systems and extinguishers in order to assist residents and co-workers in case of emergency.
- Communicate all findings and recommendations timely to the Director or her designee.
- All other duties as assigned.

Functional Requirements:

Standing: 34% to 66% of the time

Walking: 34% to 66% of the time

Balancing: 34% to 66% of the time

Stooping: 34% to 66% of the time

Kneeling: 34% to 66% of the time

Crouching: 34% to 66% of the time

Reaching/working overhead: 34% to 66% of the time

Climbing: 34% to 66% of the time

Pushing: 34% to 66% of the time 20-75 pounds

Pulling: 34% to 66% of the time 20-75 pounds

Lifting/carrying: 34% to 66% of the time 20-75 pounds

To Apply:

Interested applicants can send resume, cover letter and salary requirements by one of the following options:

E-mail: careers.rogerson.org or Jobs dcnh.org (Please indicate job title in subject of e-mail)

Fax: 617-469-5861 c/o HR Department

Mail: HR Department- Rogerson Communities

1 Florence Street
Boston, MA 02131

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