



**JOB TITLE: Maintenance Clerk**

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Internal Job Posting Date: 03/24/2017-03/29/2017

External Job Posting Date: Until filled

SALARY LEVEL: \$11.00-\$17.02 DOE

LOCATION: Arcata/Eureka

DEPARTMENT: Maintenance

REPORT TO: Maintenance Department Head

HOURS PER WEEK: 40

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**Duties** - General Maintenance including:

- Recycling – Both Stores
- Weekend Maintenance for both Stores.
- Janitorial work is done in house, some help may be necessary as part of building maintenance.

**SUMMARY:** Performs duties of general maintenance and repair. Attends to regularly scheduled maintenance and situations where immediate repair or attention is needed. Must provide own transportation. Employee must be able to be reached by telephone.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**MAINTENANCE:** Perform routine maintenance on equipment and building. Perform repairs as needed in areas such as electrical, plumbing, roof and siding, minor equipment, lighting and cleaning.

**SAFETY:** Demonstrated ability to follow all safety rules of the Co-op. Must attend monthly safety meetings.

**OTHER:** Participate as an assistant on special projects as needed. Other duties as assigned. Ability to work various shifts including nights and weekends if necessary.

**PROFESSIONALISM:** Represent the Co-op in all dealings with customers and the public in a professional manner. Maintain good balance between friendliness and efficiency. Utilize time efficiently to maximize amount of work during shift. Utilize good judgment, and always dress appropriately.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High School Diploma or GED equivalent; or one to three months' related experience and/or training.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Must have the ability to effectively present information in one-on-one and small group situations with members, customers, and other employees of the Co-op.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must have the ability to compute discounts and percentages.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, verbal, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Demonstrated ability to work well with a team and/or independently as needed. Carpentry and maintenance skills required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for 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 regularly required to stand and talk or hear. The employee frequently is required to reach with hands and arms and stoop, kneel and crouch; use hands to finger, handle, or feel objects, products or tools. The employee is required to walk, climb or balance; and taste or smell.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT and TOOLS/EQUIPMENT USED:** 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. **Specific Requirements:** Job involves driving manual shift diesel vehicles with trailer.

While performing the duties of this job, the employee works with mechanical parts, wood, concrete, paints and plastics. Employee will be exposed to wet and cold conditions while in and out of the refrigerator/freezer, or while cleaning. Employee will spend a majority of working time cleaning workspaces and equipment; the rest is spent on assigned work tasks such as repairs, hauling materials and assisting others. Employee will be working standing up most of the time.

The noise level in the work environment is usually moderate.

**EEO STATEMENT:**

The North Coast Co-Operative provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The North Coast Co-Operative complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.