



Position Title		Division
Junior Maintenance Mechanic		Finance & Administration
Reports To:	Department	Date
Facilities Manager	Facilities	May 26, 2021
Supervises	FLSA	Revised
N/A	Non-Exempt	

GENERAL SUMMARY

Under general supervision and following established policies and procedures, the Junior Maintenance Mechanic is responsible for the interior and exterior maintenance of all Credit Union facilities. Responsible for performing a variety of custodial, facilities, courier and clerical duties on an on-going basis. Maintains the credit union's Records Retention and Destruction program. Duties may include but are not limited to: cleaning branches, trash removal, purchase of cleaning/maintenance supplies, schedule on-going and contracted maintenance. Responsible for completion of assigned errands and tasks per requests or on authorized schedules.

MAJOR RESPONSIBILITIES *(in descending order of importance and should be no more than 10, if possible)*

1. Ensures inside and outside of credit union facilities are clear of trash and other debris. Ensures parking lots are maintained and painted according to schedules. Responsible for snow removal and/or ice removal management.
2. Maintains Records Retention and Destruction Program with guidance from the Facilities Manager. Partners with the credit union's 3rd party vendor in managing the storage and/or destruction of records.
3. Maintains stock of select office and branch supplies. Orders business cards and other printed materials.
4. Performs a variety of facilities duties, including but not limited to: replacing light bulbs, moving furniture, relocating records, and setting up rooms for meetings, etc. Maintains inventory of necessary supplies, i.e. light bulbs.
5. Oversees shredding at Corporate Center. Acts as a liaison with the credit union's 3rd party vendor.
6. Perform all duties of a courier or assists the courier, as needed.
7. Performs other facilities and/or clerical related duties, as assigned by Facilities Manager or Vice President, Facilities.

QUALIFICATIONS:

Education

High school diploma or equivalent (GED) education required.

Experience/Skills/Knowledge:

1. Must possess a valid driver's license and have the ability to operate a motor vehicle.
2. Ability to function in an environment in which working conditions vary: noise, heat, dust, snow, ice.
3. Ability to operate folding, inserting, and letter opening machines.
4. Requires lifting of boxes up to 60 lbs.
5. Ability to manage multiple tasks simultaneously and produce an effective outcome.
6. Excellent verbal, reading comprehension and interpersonal communication skills.
7. Basic computer proficiency required. Must be able to use Microsoft Outlook and the Internet to perform job-related tasks.

8. Excellent organizational ability and time management skills
9. Ability to function in a financial institution branch environment and utilize standard office equipment including but not limited to: postage machine, fax, copier, telephone, etc. Travel required

GENERAL DESCRIPTION:

In terms of physical requirements, this position requires work best described as:

☐ Sedentary ☐ Light ☒ Medium ☐ Heavy ☐ Very Heavy

PHYSICAL TASKS:

- Standing/Walking - Continuous
- Hearing - Ability to receive information through oral communication (face to face and telephone). - Continuous
- Talking - Expressing or exchanging ideas by means of the spoken word (face to face and telephone). – Continuous
- Reading – Ability to receive information through fax, e-mail and text messages - Continuous
- Driving - Ability to travel to various credit union locations via vehicle - Continuous
- Bending, stooping and walking – Extensive
- Ability to climb ladders, crawl into small spaces. - Frequent

AUDIO / VISUAL:

- Requires vision to perform work dealing with data and figures and computer screens. -Continuous

PSYCHOLOGICAL/MENTAL DEMANDS:

- Responds positively and productively to stressful internal (employee)/situations. - Continuous
- Assists others to work harmoniously and effectively as part of a work team. – Continuous

Employee's Signature		Date	
Manager's Signature		Date	
Human Resources' Signature		Date	