



JOB DESCRIPTION

Job Title:	Maintenance Associate		
Reports to:	Facility Manager	Supervises:	N/A
FLSA Status:	Non-exempt	FT/PT:	FT

Position Summary

The Maintenance Associate is primarily responsible for ensuring the facility is clean and well maintained.

Essential Job Functions

- Mop and sweep facility floors, clean glass doors and windows
- Mop floors, clean toilets, clean mirrors and sinks in restrooms, and ensure supplies are stocked
- Buff, strip and wax floors using a buffer machine
- Change light bulbs as needed using a ladder
- Ensure all storage units are locked and secure
- Clean and wipe all storage unit doors and walls
- Paint restrooms and bollards as needed
- Assist with incidental repairs
- Change filters for HVAC system
- Ensure facility grounds and yard are free of debris and remove weeds applying weed killer
- Perform snow removal using a shovel and calcium chloride
- Ensure roof drains are free of debris
- Check for leaks by examining ceiling tiles and floors
- Maintain logs of maintenance performed such as painting
- Ensure adequate maintenance supplies are in stock at all times
- Ensure customers do not leave items behind and perform garbage removal
- Report facility maintenance issues and repair needs to management
- Perform other duties as assigned
- Assist the Manager or Customer Service Representative in the secure closing of the building; performing walkthroughs and assuring all customers have exited the facility and exits are secure.

Qualifications
<ul style="list-style-type: none"> 2 years' custodial or self-storage experience
Knowledge, Skills and Abilities
<ul style="list-style-type: none"> Ability to be self-directed and motivated Ability to effectively work as a team and maintain a positive environment Ability to multi-task and complete assigned duties within prescribed timeframes Basic understanding of the English language, sufficient to read and identify labels on material or read and comprehend simple instructions Strong attention to detail Good organization skills Ability to work a flexible schedule including evenings and weekends Ability to reliably and dependably adhere to work schedule
Physical Demands of the Job
<p>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.</p> <ul style="list-style-type: none"> Talking: expressing or exchanging ideas by means of the spoken word Hearing: perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. The employee is prohibited from assisting customers with loading or unloading their belongings Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position Climbing: Ascending or descending ladders, using feet and legs and/or hands and arms Reaching: extending hand(s) and arm(s) in any direction Stooping: bending body downward and forward by bending spine at the waist Kneeling: bending legs at knee to come to a rest on knee or knees Pushing: using upper extremities to press against something with steady force in order to thrust forward, downward or outward

- Pulling: using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion
- Standing: remaining upright on the feet, particularly for sustained periods of time
- Walking: moving about on foot to accomplish tasks, particularly for long distances
- Visual acuity with or without correction to operate equipment
- Visual acuity with or without correction to determine the accuracy, neatness, and thoroughness of the work assigned

Work Environment

The work environment characteristics 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.

- Subject to both inside and outside environmental conditions. When inside, there is protection from weather and there is climate-control. When outside, there is no effective protection from weather including extreme cold (temperatures typically below 32 degrees for periods of more than one hour) and extreme heat (temperatures above 100 degrees for periods of more than one hour)
- Vibration: exposure to oscillating movements of the extremities or whole body
- Hazards: the worker is at times in the proximity of chemicals