



JOB DESCRIPTION: Maintenance Staff

Rev. 1/2022

Job Title: Maintenance Staff

Reports to: Theatre Manager

Department: Building Services

FLSA Classification: Full-Time, Non-Exempt

Salary Range: \$650 - \$800/week

General Statement of Job Function: Perform a variety of skilled or semi-skilled tasks related to building service work for the upkeep of a safe, clean and healthy living and working environment for all Goodspeed properties.

Principle Duties & Responsibilities:

BUILDING MAINTENANCE

- Conduct routine inspections of premises and equipment, complete monthly maintenance sheets, and report all items that require maintenance/repair.
- Perform preventative maintenance as directed by Theatre Manager.
- Handle general maintenance for all buildings, including interior/exterior painting and cleaning; drywall and window repair; basic hardware repair (i.e., door and window locks, door knobs, etc.); glass and screen replacement/repairs; and rodent and pest control, as needed.
- Handle basic repairs and rebuilding as needed, including damaged furniture (chairs, desks, etc.) and structures (porches, walkways, etc.), as well as minor masonry work as needed.
- Overseeing contractors when professional repairs are necessary.
- Perform tasks relating to the cleaning and/or washing of windows and door glass where appropriate, as well as cleaning of housing and building exteriors, including power washing and gutter cleaning.
- Provide key service to lock and unlock doors to buildings, rehearsal studios, theatres, etc.
- Collect all recyclable materials from all buildings, and remove to collection bins.
- Perform general maintenance and upkeep at both theaters, including seat, carpet, and lighting repairs.
- Maintain all grounds seasonally, including leaf pick-up/removal, gutter cleaning, watering all plants/lawns, manual and snow-blower removal of all snow/ice, and salt/sanding of all walking and parking surfaces.

SYSTEMS MAINTENANCE

- Maintaining basic plumbing for all buildings, including basic repairs and replacements of faucets, pipes, valves, and fixtures as needed.

- Maintaining basic electrical systems for all buildings, including basic repairs and replacements of outlets, switches, breakers, and fixtures as needed, including replacement of light bulbs and conversion to LED as needed.
- Diagnose and perform emergency plumbing and electrical tasks as needed, including unclogging pipes, drains; responding to leaks and floods, both major and minor; and assisting during power outages.
- Perform minor maintenance for HVAC systems in all buildings (for both oil and gas burners), including lighting pilot lights, bleeding lines, and general diagnosis of thermostats and HVAC units. Also perform minor service and installation of A/C units seasonally.

Other Duties & Responsibilities:

- Collect money from all washers, dryers, and soda machines on a monthly basis.
- Perform emergency minor repairs/upkeep to company vehicle fleet, including replacing wiper blades/fluids, adding air/changing flat tires, and washing/cleaning of vehicles.
- Perform pick-ups and deliveries across campus properties as needed.
- Maintain water systems for housing and theatre buildings.
- Occasional night/weekend work required in emergencies.
- Other duties as assigned.

Required Qualifications & Skills: H.S. diploma or equivalent or 3-to-5 years' experience in contracting, building supervision, or maintenance work; strong time management skills; valid driver's license; comfortability working in hectic environment; ability to lift and move items up-to 50 pounds; ability to climb ladders; ability to operate common hand tools, power cleaning equipment, and maintenance vehicles; ability to respond to emergency situations (i.e., snow removal) within short time frame at early hours; sufficient strength and physical dexterity to perform duties and responsibilities of this position, including heavy work with occasional exposure to inclement weather conditions for prolonged periods of time; must be able to wear and use personal protective equipment as necessary; proactive and assertive in accomplishing necessary tasks; patience in managing various personalities.

Preferred Qualifications & Skills: Ability to interact at all professional and social levels; ability to read English; close-by living arrangements to East Haddam.