



## POSITION DESCRIPTION

<b>Position Title</b>	Maintenance Workers (2 positions)
<b>Business Unit</b>	Conference Center Administration
<b>Home Department</b>	Center - Maintenance
<b>Hiring Manager</b>	Freddie Rivas
<b>Location</b>	Chevy Chase, MD
<b>Grade/FLSA Status</b>	Non-Exempt y
<b>Full-Time or Part-Time</b>	Part-Time
<b>Work Hours Position #1</b>	Friday, Saturday, Sunday 3:00 PM to 11:30 PM
<b>Work Hours Position #2</b>	Monday, Tuesday, Wednesday 3:00 PM to 11:30 PM
<b>Telecommuter Status</b>	Position not Eligible for Telecommuting

### **Mission**

4-H, the nation's largest youth development organization, grows confident young people who are empowered for life today and prepared for career tomorrow. 4-H programs empower nearly six million young people across the U.S. through experiences that develop critical life skills. In the U.S., 4-H serves every county and parish through our network of 110 universities and more than 3000 local offices. 4-H garners support from a unique private-public partnership of universities, federal and local government agencies, foundations and professional associations. 4-H is the private sector, a non-profit partner of the Cooperative Extension System and 4-H National Headquarters located at the National Institute of Food and Agriculture within the United States Department of Agriculture.

### **Position Summary**

National 4-H Conference Center (Center) is seeking two experienced Part-time Maintenance Workers to provide routine maintenance support on an eleven-week assignment (Sept 16 – Nov 30). The Maintenance Workers will be expected to work independently and complete assigned duties promptly. The ideal candidates will have reliable electrical, plumbing, and HVAC skills. For the first week the selected candidates will be required to work during the day for orientation and training purposes. Weeks two through eleven the candidates will work part-time evening shifts.

### **Responsibilities**

- Perform routine and scheduled maintenance as assigned by Supervisor, performing routine tasks as per prescribed procedures and within the scheduled time. Where such schedules do not exist, reference vendors' manuals for appropriate action.
- Perform required maintenance on equipment and tools, including cleaning and lubricating equipment. Ensure parts are greased, oiled, and replaced as needed.
- Perform preventive maintenance on all machinery and buildings, e.g., boiler, chiller, pump, motors, and exhaust fans.
- Repair and maintain machinery and mechanical equipment according to diagrams, sketches, operation manuals, and manufacturer specifications, using hand power tools and precision measuring and testing instruments.
- Observe and dismantle equipment and machinery to locate and repair non-functioning machinery.
- Respond to repair calls that range from minor to major on a variety of systems (plumbing, electric, air conditioning, etc.)—conduct diagnostic testing and problem-solving during repair calls.
- Adhere to safety rules and ensure compliance with team members. Use of safety equipment is required.
- Write notes during rounds through the facility, and maintain boiler and chiller logs.
- Perform snow and ice removal duties as needed.

**Qualifications**

- High school diploma or GED, with three to five years, s of skilled craft/trades experience.; CFC certification (preferred)
- Skilled in operation of power and manual tools (ranging from simple tools to complex electrical, welding, and appliance repair tools).
- Knowledge and ability to perform tasks in skilled trades including but not limited to electrical, heating/cooling and plumbing systems; use of testing and measuring tools and devices; interpret and read blueprints and/or schematics; mathematical computation; equipment operation; soldering; and small and large appliance repair (motors, fans, pumps, fixtures, refrigeration and HVAC systems, boilers and chilling systems);
- Proficiency in MS Office including Word, Excel, PowerPoint, and Outlook, required

**ADA Requirements:** Position operates in a hotel and conference services environment. 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.

**For Center Positions (Facilities and Grounds Associates):**

- Routine use of heavy equipment in the performance of the job, requiring lifting, pulling, pushing, digging. Work both indoors and outdoors, in varying temperatures.
- Continual use of manual dexterity and gross motor skills; frequent use of fine motor skills (with use of power and manual tools).
- Frequent stooping, bending, crouching, standing and reaching.
- Frequent climbing and balancing on ladders. Ability to lift 60 to 70 pounds.

**Position typically has the following career ladder:**

- Maintenance Work (full-time)
- Senior Maintenance Worker
- Manager, Facilities and Grounds

**Disclaimer**

The job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as needed.

**Revision Date**

8/23/2019