

Maintenance Person. Under the direction of the Executive Director and the SPRING CREEK Physical Property Director, Maintenance personnel shall purchase and implement such repairs to the physical property as deemed necessary to maintain compliance with the Bureau of Facility Standards and the SPRING CREEK facility maintenance guide.

The responsibilities for the Maintenance Person include, but are not limited to:

- a. Work in cooperation with the Executive Director to fulfill the mission of SPRING CREEK.
- b. To ensure the physical property is maintained in a fashion that will not impede the health or safety of the resident and staff.
- c. Perform day to day maintenance of the physical property.
- d. Perform safety tests under the direction of the Executive Director.
- e. Manage maintenance supplies and tools, keeping them in good repair and ready for use.
- f. Be responsible for all purchases insuring costs are maintained within budget.
- g. Collaborate with the Physical Property Director to perform weekly, monthly, quarterly, and annual inspections and as outlined in the SPRING CREEK maintenance guide.
- h. Assist Executive Director in maintaining records of the physical property.
- i. To represent SPRING CREEK in a positive manner.
- j. To assist in other duties as requested and/or assigned by the SPRING CREEK Executive Director.