

HALLKEEN ASSISTED LIVING COMMUNITIES

Job Title: Assistant Maintenance Support -Assisted Living

Location: Brigham House Assisted Living Community
Watertown MA 02472

Hours: Full time

Job Description:

HallKeen Assisted Living has an opening for a Full Time Assistant Maintenance Support. Individual must have experience and skills in building maintenance. Duties include, but not limited to, general maintenance repairs, painting, daily janitorial needs, trash removal, snow removal and landscaping. In addition to possessing the above noted skills, individual must have excellent interpersonal and verbal skills. Basic computer skills and assisted living experience a plus.

Responsibilities:

- Clean, paint and otherwise make ready apartments for occupancy. Preparation and painting of apartments, common areas, and certain interior and exterior building fixtures. Repair, clean and paint interior and exterior common areas.
- Perform emergency and routine work repairs.
- Perform monthly, quarterly and annual preventative maintenance work per P. M. Schedule.
- Maintain grounds: mowing, watering, weeding, mulching, pruning, planting, etc.
- Trash removal.
- Assist in maintaining and repairing the following:
 - o Electrical (minor) and HVAC installation
 - o Small plumbing problems (fixtures, pipe replacement, toilet and sink repair and replacement)
 - o Windows, doors, locks and keys
 - o Drywall, caulking, tile repair/replacement, and other carpentry
 - o Equipment maintenance (lawn mower, snow blower, vacuums, extractors, etc.)
- Snow and ice removal, salting and sanding as assigned.
- Perform on-call responsibilities on a rotating basis as scheduled.
- Janitorial work as required.
- Participate in safety meetings. Use safety equipment and wear safety apparel as directed by the Maintenance Director.
- Keep all work areas (shop and storage areas) neat and orderly.
- Assist in maintaining an adequate supply of spare parts and light bulbs, thorough inventory control.
- Perform any other job duties as directed by management.

Physical Demands:

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand and to work on hands and knees for long periods of time.

This position is 40 hours per week reporting directly to the Maintenance Director and offers the right candidate the opportunity to enhance his/her current skills, new knowledge and grow with our company.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Lynne Cahill, Business Office Manager at 617 923-779 or lcahill@hallkeen.com