

# INCA Community Services

## Job Description



<b>Title:</b>	<b>Maintenance Service Worker</b>	<b>Reports to:</b>	Fleet Manager Operations Director
<b>Program:</b>	<b>Primary program - JAMM Transit - - Cost allocated time to other agency program as needed</b>	<b>Status:</b>	Non-Exempt Full Time/Full Benefits
<b>Approved:</b>	<b>July 2020</b>	<b>Wage:</b>	<b>(see Salary Scale)</b>

**Benefits:** Health and Life Insurance, Sick and Annual Leave, Worker's Compensation, Social Security and Unemployment.

### Job Summary:

Responsible for working with all programs in order to upkeep vehicles, buildings, grounds, parking lots, etc. Responsibilities will include but not limited to painting, mowing, weed eating, minor facility repairs, moving vehicles, and small vehicle repairs as needed. Responsible for the infectious disease decontamination process in each county.

Backup Flex Driver responsibilities include operating a transit vehicle, as assigned, for the transporting of participants in the transit programs, following established policies, practices and procedures. The driver shall, at all times, utilize professional and safe practices in operating transit vehicles. This is a safety sensitive position in which all precautions should be taken to insure the safety of the participants and public.

*This position has a recurring access to a vulnerable population and is a safety sensitive position.*

**Essential Functions:** *The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

#### Maintenance Crew Member:

- Assisting fleet manager with maintenance of agency vehicles.
- Performing preventative maintenance as assigned on vehicles, including routine oil changes, tire checks, etc.
- Driving and moving vehicles as needed during maintenance.
- Perform minor building maintenance tasks such as carpentry, painting, plumbing and electrical repairs to ensure that the building is properly maintained and safe. Tasks will include but not limited to such as replacement or repairing of lights, locks, windows, doors, screens, wall, floors, gutters and drain. Perform janitorial duties as needed.
- Perform yard maintenance such as mowing and weedeating.
- Responsible for the scheduling, maintenance, and compliance of the infectious disease decontamination system in vehicles and buildings in INCA's service area.

#### Backup Flex Driver:

- Drive vehicles over specified routes or trips to specified destinations according to time schedules, complying with traffic regulations to ensure that passengers have a smooth and safe ride.
- Observe and follow all guidelines outlined in the Driver Handbook and agency's personnel policies and procedures.
- Observe and follow all safety procedures and obey all traffic laws.

- Maintains and records passenger counts, fare collections, vehicle maintenance and record data in a neat and accurate fashion, as required.
- Performs a complete pre-trip inspection of the vehicle , safety checks equipment, and informs supervisor when adjustments or repairs are necessary.
- Assist passengers, such as elderly or disabled individuals, on and off vehicle, ensure they are seated and secured properly, help carry baggage and answer questions about schedules or routes.
- Complies with the American with Disabilities Act (ADA) in operating the transit vehicle. This includes providing accessibility for disabled passengers to board and deboard by properly operating the accessibility lift and safely securing such passengers in a courteous manner, pre-testing all passenger accessibility lifts and equipment during pre-trip inspections.
- Maintain cleanliness of vehicles.
- Handle passenger emergencies or disruptions.
- Must report all traffic accidents, citations or other incidents to the appropriate supervisor immediately.
- Must report all off duty traffic citations to the appropriate supervisor within 7 days.

### **General Duties:**

- Attend work punctually and regularly to provide consistency of care for clients so they enjoy a stable non-disruptive environment.
- Attend upon request all staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance. This shall include defensive driving, passenger assistance and sensitivity techniques, CPR and First Aid.
- Assure all required paperwork is accurate and submitted in a timely manner.
- At all times maintain a professional attitude and confidentiality of all records and information.
- Demonstrate commitment to mission, values, and policies in the performance of daily routines.
- Perform other program-related assignments as designated
- Present a positive image of the agency to members of the community.

### **Supervisory Relationships:**

- Works under the direct supervision JAMM Fleet Manager and the Operations Director.

### **Knowledge and Skills:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.*

- Courteous and professional manner with business, agency and community contact individuals.
- Ability to read, interpret and implement program guidelines efficiently and effectively and make routine decisions in accordance with agency policy;
- Good verbal and written communication skills.
- Ability to handle stressful and sensitive situations in a professional manner.
- Maintain confidentiality with tact and discretion.
- Knowledge of use of hand and power tools.
- Ability to use common tools such as hammers, saws, and hand drills.
- Ability to repair equipment or devices to remove and replace defective parts.
- Routine maintenance skills.
- Ability to maintain focus while working individually.

### **Qualifications:**

#### ***Education:***

High school diploma or GED equivalent.

#### ***Experience:***

- Experience in reading, interpreting and implementing guidelines and following written and oral instructions.
- Experience in record keeping preferred.

- Experience in building maintenance, vehicle maintenance, or carpentry preferred.
- Must have been a licensed driver for a minimum of three (3) years.
- Must maintain a clean driving record.
- Must have had no convictions for DWI or DUI within the immediate past five (5) years of employment, nor more than once during the immediate past seven (7) years.
- Must have not had a chargeable accident in the last three (3) years. Shall not have more than five (5) points against their driver license within the immediate past three (3) years.
- Must have not had a driver's license, commercial or otherwise, suspended or revoked in the last three (3) years.

### **General:**

- Must be at least 21 years old.
- Must have reliable transportation with at least liability insurance
- Valid Oklahoma driver's license.
- OSBI, MVR, Community Serve Registry and Drug/Alcohol Testing clearance required.
- Cannot be listed on the Sex Offender Registry or the Violent Offender Registry.
- Willing to participate in training as assigned by the immediate supervisor.

### **Physical Requirements: Employee must be able to:**

- Use their hands to handle, control, or feel objects, tools, or controls.
- Stand for long periods of time.
- Walk or run for long periods of time.
- Bend, stretch, reach out, or twist their body.
- Repeat the same movements.
- Kneel, stoop, crouch, or crawl.
- Use muscles to lift, push, pull, or carry heavy objects.
- Understand the speech of another person.
- Speak clearly so listeners can understand.
- Use stomach and lower back muscles to support the body for long periods without getting tired.
- Make quick, precise adjustments to machine controls.
- Will be subjected to weather conditions of all types.
- Operate a motor vehicle with valid vehicle insurance and driver's license.

### **INCA IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER**

**Acknowledgment:** I acknowledge receipt and understand the contents of this job description.

### **Developmental Disabilities Behavior Acknowledgment**

**Acknowledgment:** I have been made aware that people with developmental disabilities are capable of unpredictable as well as inappropriate behavior. I agree that I am voluntarily accepting such risk of being exposed to such inappropriate and/or harassing type behaviors and/or physically harmed by the individual and will report and discuss such behaviors with the Program Director immediately.

**Signature of  
Employee:**

**Date:**