

- 8. As required, daily inspect equipment rooms for water leaks, etc
- 9. Assist in inventory control.

OTHER DUTIES AND RESPONSIBILITIES:

- 1. Attends workshops or seminars related to duties performed.
- 2. Responsible to perform other duties as assigned.

GENERAL KNOWLEDGE OF:

Lead based paint/asbestos safety procedures; basic HVAC, electrical, plumbing, and residential carpentry procedures; UPCS procedures; proper lifting techniques, public relations; workplace safety.

ABILITY TO:

Handle confidential information with tact and discretion; carry out basic written, oral or pictorial instructions; perform moderate to heavy lifting; complete routine paperwork; perform duties outside in adverse weather conditions (i.e. extreme heat or cold).

EQUIPMENT OPERATED: hand and power tools including drills, ditch diggers, electrical testers, cutters, sewer equipment, threaders, gas detectors, lawn mowers and refrigeration equipment.

POSITIONS SUPERVISED: N/A

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)