**Maintenance Generalist**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

The Maintenance Generalist is expected to perform general maintenance functions as assigned including Conduct scheduled inspections of buildings and equipment; read and record temperatures and pressures on equipment and facilities; check and report equipment malfunction such as noisy bearings, broken belts, excessive vibrations; make minor adjustments in equipment settings, clean or change filters, oil or grease motors; report potential hazards such as trash accumulations and leaks.

Typical working hours are 8:00am to 4:30pm – schedule may be modified with Manager preapproval on a case by case basis. May be required to work on some weekends.

**RESPONSIBILITIES**

* Repair and renovate offices, floors, stairways, partitions, doors, windows and furniture items.
* Perform the installation, repair and maintenance of water, sewage, and drainage and air systems such as urinals, water closets, washbasins, sinks, drinking fountains, heat furnaces, boilers and processing tanks.
* Conduct routine and operational checks related to the maintenance and repair of domestic appliances such as: ranges, refrigerators, laundry washers and dryers, dishwashers, microwave ovens, garbage disposals, and fan coil units
* Assist in grounds keeping on an as needed basis.
* Participate in the loading, transportation and unloading of equipment and supplies.
* Report on items requiring service or repair; monitor security of buildings on assigned shifts.
* Assist security team as needed.
* Assist with leaks on an as needed basis
* Change out ceiling tiles
* Hang various items
* Unclog toilets, sinks (no heavy equipment)
* Review, accept and close out work orders on the computer
* Change out shower heads
* Change and repair cabinet handles & hinges
* Change out filters
* Minor patch & paint, fix dry wall
* Change light bulbs
* Assist with housekeeping that pertains to maintenance
* Parts runners when needed
* Trash runs Monday, Wednesday, and Friday (pick up leaves and other trash as you walk around the campus during your runs.)
* And all other duties as assigned

**QUALIFICATIONS**

* Ability to read, write and understand English.
* High School diploma preferred.
* Must be at least 18 years old.
* Working Conditions:
	+ May occasionally be scheduled for some evening and weekend work
* Physical Requirements:
	+ Must be able to dead lift 50 pounds and walk 25 feet.
	+ Must be able to work in boiler room on occasions where temperatures in the summer rise to between 105 and 110 degrees F.
	+ Must be capable of climbing through a drop ceiling and working above the ceiling at heights of 8 to 14 feet above the floor.

**BENEFITS**

* Health & Dental Available Day 1 for new employees!
* Dental Insurance
* Life Insurance
* Long-term Disability Insurance
* Medical Insurance
* Short-term Disability Insurance
* Employee Assistance Program
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Employee Discounts
* Excellent Advancement Opportunities
* Scholarship Program for Employees/Family Members
* Tuition Assistance
* Six paid holidays
* Vision