



Job Description

TITLE:	Maintenance Lead
CLASSIFICATION:	Full-time; Non-Exempt
DEPARTMENT:	Maintenance and Grounds
REPORTS TO:	Executive Director; Business Manager
SUPERVISES:	Maintenance Crew
SALARY RANGE:	Commensurate with Experience

SUMMARY OF RESPONSIBILITIES

Supports our Christian Science nursing floor, and handles their work orders with highest priority. Maintains grounds and maintenance area, while also following the Preventative Maintenance schedule. Manages day-to-day operations of plant and facility, equipment and buildings, and the successful repairing and functioning of all equipment. Interfaces with the Executive Director in all matters regarding construction and facility repairs and works with the Business Manager when scheduling and contacting all of the facility's vendors. Is able to perform procedures in the areas of electrical, plumbing, and carpentry work. Assists, monitors, and ensures the completion of the work of other crew members (including dealings/work done with outside contractors, vendors, suppliers).

ESSENTIAL FUNCTIONS

1. Works with the Executive Director & Business Manager in setting goals and priorities for plant and facility operating issues.
2. Schedules and ensures routine of daily tasks, as well as long-term tasks in the Preventative Maintenance schedule: for example – log the testing of the generators once a week.
3. Provides support needed for the Christian Science nursing floor.
4. Maintains cleanliness of the grounds.
5. Maintains order and cleanliness of all maintenance areas such as outside areas as well as office, store rooms, boiler room and incinerator area.
6. Is a member of the Safety Team and helps to lead Safety Walks and specialty training, if experienced in certain areas.
7. Helps to update our facility's MSD sheets whenever a new product is brought onto the grounds to use or when we dispose of other products. Updated sheets must be given to the Business Manager.
8. Able to perform any maintenance function in the facility and, if unable to do so, knows what needs to be done and who to contact. Then, works with Business Manager to solve the issue.
9. Demonstrates the capacity to handle any maintenance problems as directed by the Executive Director or Business Manager with integrity and efficiency.
10. Works with contractor personnel as required.

OTHER FUNCTIONS

1. Works with the Business Manager in getting estimates for major construction jobs.
2. Coordinates facility construction projects with the Business Manager as well as yearly inspections. All approved by, and with the knowledge of, the Executive Director.

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3. Sometimes calls and coordinates vendors re: projects, problems, and repairs if Business Manager is unable to do so.
4. Meets with the maintenance crew each morning to set the day's schedule.
5. Checks in with each department once a week to discuss any recurring issues or concerns or accomplishments.
6. May run errands to get supplies or parts as needed or items for the kitchen supervisor.
7. Receives and stocks facility and nursing supplies.
8. Cleans carpets and floors as required.
9. Touch up paint jobs throughout the facility.
10. Occasionally drives Broadview vehicles and is prepared to drive Broadview's truck and is able to hitch it to our emergency supplies trailer, if needed.
11. Is "on call" weekends or as needed.
12. Will be asked to help set up for weekend workshops & stay for clean up/break down.

QUALIFICATIONS

- Must practice or has practiced Christian Science and fully supports the healing practice at our facility and with our guests.
- Demonstrated ability to understand and perform electrical, plumbing, and carpentry duties.
- Has excellent mechanical skills.
- Has demonstrated proficiency with all tools used at the facility.
- Has a good driving record and a current California Driver License.
- Works well with all facility personnel.
- Is able to assume leadership roles with respect to job duties and guide and direct work of others as required or directed by management.
- Is honest, punctual, patient, receptive, and full of faith.
- Must be neat, courteous, and possess good personal habits.

WORKING CONDITIONS

Works with electrical systems, heavy tools, does heavy lifting, and sometimes in physically uncomfortable spaces, which might be without heating or air conditioning. Carries a company cell phone and is "on-call."

HOW TO APPLY

Please contact Lin Watts at (323) 221-9174 ext. 300 or by email: lin@csbroadview.com. Relocation assistance, including temporary room and board, may be available. We would like to fill this position asap.

*This job description does not list all the duties of the job. You may be asked by the Business Office, the Co-Directors of Christian Science Nursing, Manager of Christian Science Nursing Education, CSN Services Manager, the Special Projects Manager, or the Executive Director to perform other instructions or duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Broadview, Inc. has the right to revise this job description at any time. This job description is not a contract for employment, and either you or Broadview may terminate employment at any time, for any reason.