

**Link Associates
Position Opening
Buildings and Grounds Support**

POSITION: Building and Grounds Support

POSITION SUMMARY: Responsible to perform general maintenance functions, maintain and repair physical facilities, equipment and grounds as directed by the Physical Plant Specialist or Fleet & Facilities Director.

ESSENTIAL JOB FUNCTIONS:

- Represent area and Link Associates to internal and external stakeholders, persons served and the community in a professional manner.
- As directed makes routine spot checks to all assigned service areas to insure all physical locations have maximum quality care. Complete and submit as instructed all required documentation in a manner that is legible, accurate, and inclusive of all required information.
- Assist in the coordination of maintenance matters as directed to ensure compliance with all applicable regulations. Ensures that our buildings are attractive, safe, neat and maintained including:
 - Care of buildings, owned and leased (including masonry, drywall, painting, woodwork, plumbing, electrical, heating/cooling, irrigation, elevators, drinking fountains, etc.).
 - Care of grounds, owned and leased (including horticulture, mowing, trimming, hedges, weed removal, raking, leaf disposal, snow removal, refuse removal etc.).
 - Requisition and obtaining tools, equipment and supplies necessary.
 - Complete and submit as instructed all required documentation in a manner that is legible, accurate, and inclusive of all required information.
 - Maintenance of files to ensure billing accuracy.
- Maintain all tools and equipment and keep in working order. Demonstrate respect for agency property in their use and storage. Ensure work area is neat, clean and free of hazards. Store all equipment in their appropriate space.
- Follow all proper procedures including safety guidelines and OSHA regulations.

QUALIFICATIONS:

- High School Diploma or equivalent with three (3) year related successful work experience and/or training in the maintenance of building facilities and grounds. Exceptions must receive prior approval from the Executive Director.
- Must meet agency policy on transportation and background checks.
- Possess ability to work on a daily basis utilizing standard office and maintenance equipment.
- Proven proficient ability to implement agency rules and procedures, use verbal, presentation, and written communication skills, human relation skills, team working skills, and organizational skills.
- Position will contain heavy physical work consisting of frequent 2-handlifting from floor to waist of up to seventy (70) pounds and frequent 2-hand push/pull of up to sixty (60) pounds of force. This position consists of frequent standing, walking and reaching. The position requires frequent forward bending or crouching or stopping. The applicant will also be exposed to the elements during the work shift while performing their job duties. The position consists of a combination of sitting, standing, walking or frequent forward bending or crouching or stooping. The employee will need to frequently climb stairs without the use of railing and occasionally sit.

SALARY RANGE : Based on education and experience

DEADLINE: until filled

Submit resume to:

Robin Stewart
Human Resources
Link Associates
1452 29th Street
West Des Moines, Iowa 50266

Link Associates is an Equal Opportunity Employer