



NATIONAL 4-H COUNCIL

NATIONAL 4-H COUNCIL POSITION DESCRIPTION

Position Title	Maintenance Worker
Business Unit	Conference Center Administration
Home Department	Center - Maintenance
Hiring Manager	Freddie Rivas
Location	Chevy Chase, MD
Grade/FLSA Status	F -- Non-Exempt -- Hourly
Full-Time or Part-Time	Full-Time with flexible hours Morning: 7:30 – 4:00 (M-F) Weekend: 7:00 am – 3:30 PM Night Shift: 3 -11:30 PM (7 days a week) – Emergency situation
Telecommuter Status	Position not Eligible for Telecommuting

Mission

National 4-H Council, the nation's largest youth development organization, grows confident young people who are empowered for life today and prepared for career tomorrow. 4-H programs empower nearly six million young people across the U.S. through experiences that develop critical life skills. In the U.S., 4-H serves every county and parish through our network of 110 universities and more than 3000 local offices. Globally, 4-H collaborates with independent programs to empower one million youth in 50 countries. The research-backed 4-H experience includes a Caring Adult Relationship; a Hands-On, Skill-Building Project; and a Meaningful Leadership Opportunity – resulting in 4-H'ers who are two times more likely to excel in school; four times more likely to take action in their communities; two times more likely to make healthier choices; and two times more likely to pursue STEM education or careers. 4-H is led by a unique private-public partnership of universities, federal and local government agencies, foundations and professional associations. National 4-H Council is the private sector, non-profit partner of the Cooperative Extension System and 4-H National Headquarters located at the National Institute of Food and Agriculture (NIFA) within the United States Department of Agriculture (USDA).

Position Summary

We are seeking an experienced Maintenance Worker to provide routine maintenance for the Council's Conference Center. This position involves working independently and completing work orders in a timely manner. The ideal candidate must have strong technical skills such as electrical, plumbing, and HVAC. Must have the ability to work with machinery. This position may require occasional evening and/or weekend shifts but will primarily work during normal working hours. Prior experience in the hospitality industry, a plus. This is a full-time, benefits eligible position.

Responsibilities

- Perform routine and scheduled maintenance set by the Supervisor. Routine tasks are performed according to prescribed procedures and time schedules. Where such schedules do not exist, references to vendors' manuals are necessary.
- Perform required maintenance on equipment and tools including cleaning and lubricate equipment.

Ensure that parts are greased, oiled, and replaced as needed.

- Perform preventive maintenance activities involving all machinery and buildings, e.g., boiler, chiller, pump, motors, and exhaust fans.
- Repair and maintain machinery and mechanical equipment according to diagrams, sketches, operation manuals, and manufacturer's specifications, using hand power tools and precision measuring and testing instruments.
- Observe and dismantle equipment and machinery to locate and repair any problems.
- Upgrade HVAC, wiring, electrical, cable, plumbing, or other technical systems in guest rooms, bathrooms, mechanical rooms, and office space.
- Respond to repair calls that range from minor to major on a variety of systems (plumbing, electric, air conditioning, etc.). Conduct diagnostic testing and problem-solving during repair calls.
- Adhere to safety rules and ensure compliance with team members. Use of safety equipment is required.
- Write notes during rounds through the facility, and maintain boiler and chiller logs.
- Perform audio-visual set-up for conference room facilities, including projectors, computers, and other A-V equipment.
- Perform snow and ice removal duties as needed.
- Test boilers and water cooling towers on a weekly basis.
- Test all the emergency generators, fire pumps, and air-compressors on a bi-weekly basis.

Qualifications

- High school diploma or GED.
- 3-5 years of skilled craft/trades experience.
- Proficiency in MS Office including Word, Excel, PowerPoint, and Outlook.
- Proficiency in OPERA or related hotel CRM systems.
- Skill in operation of power and manual tools (ranging from simple tools to complex electrical, welding, and appliance repair tools).
- Knowledge and ability to perform tasks in skilled trades including but not limited to:
 - Electrical systems
 - Plumbing systems
 - Heat systems
 - Air conditioning
 - Use of testing and measuring tools and devices
 - Blueprint and/or schematic reading and interpretation
 - Mathematical computation as related to electrical skills
 - Verbal comprehension (ability to comprehend related manuals)
 - Equipment Operation
 - Soldering
 - Small appliance repair including Motors, fans, pumps, fixtures
 - Large appliance repair including refrigeration systems, HVAC systems, boilers, and chilling systems.
 - CFC (preferred)

ADA Requirements

This job operates in a hotel and conference services environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

National 4-H is an Equal Opportunity/Affirmative Action employer.

For Center Positions (Facilities and Grounds Associates):

- Routine use of heavy equipment in the performance of the job, requiring lifting, pulling, pushing, digging.
- Use of arms, legs, hands, eyes, hearing for technical and general maintenance tasks.
- Works both indoors and outdoors, in varying temperatures.
- Continual use of manual dexterity and gross motor skills; frequent use of fine motor skills (with use of power and manual tools).
- Frequent stooping, bending, crouching, standing and reaching.
- Frequent climbing and balancing on ladders.
- Ability to lift up to 60 pounds.

Travel Requirements

This position does not require travel.

Career Ladder

This position typically has the following career ladder:

- Senior Maintenance Worker
- Manager, Facilities and Grounds

Disclaimer

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

Revision Date

02/09/2017