



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

**Job Description:** Maintenance Worker

**Non-Exempt:** Hourly worker and **Summer Seasonal Worker**

**Position Summary:**

Maintain operations of TRMF properties; assist in general construction, plumbing, refrigeration, welding, and engine repair projects.

**Essential Job Functions:**

- Correspond with TRMF personnel for maintenance requests.
- Prioritize all incoming maintenance issues and appropriately fix or delegate someone to fix for specific tasks.
- Assist and advise maintenance personnel with duties as needed.
- Respond to incoming calls and issues from various TRMF locations to repair various objects.

**Other Responsibilities:**

- Other duties assigned by the Maintenance Director.

**ADA Requirements**

- Continuously
  - Repetitive use of hands/arms
  - Lift up to 25 pounds
  - Carrying up to 25 pounds.
  - Visual acuity to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings for themselves and guests.
  - Hear
- Frequently
  - Walk
  - Stand
  - Climb
  - Balance
  - Push or Pull
  - Stoop
  - Kneel
  - Reach
  - Lift up to 50 pounds
  - Carry up to 50 pounds

- Occasionally
  - Lifting up to 100 pounds
  - Carrying up to 100 pounds
- Environmental Conditions

**Qualifications and Education Requirements:**

- Must have a valid driver's license.
- Previous maintenance experience preferred, but not required.

**Supervision:**

- Maintenance personnel report to the Maintenance Director.
- This is not a supervisory role.

\*Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.\*