

## **The Jewish Community Center of Greater Columbus, OH 43209**

### **BUILDING MAINTENANCE POSITION DESCRIPTION**

**Position Summary:** Perform general maintenance, both preventive and as needed, buildings and grounds.

#### **Duties and Responsibilities:**

- Maintain all Mechanical/HVAC equipment
  - Includes repair service, preventative maintenance and coordinating work with service providers
- Maintain pool equipment and water balance for all pools
  - Vacuum/clean pools as needed
  - Maintain all pool decks
- Maintain all electric equipment including light fixtures
- Responsible for maintenance tasks as assigned
  - Painting
  - Drywall
  - Tile work
  - Plumbing
  - HVAC
  - General maintenance of the premises
- Maintain standards and proper records in relation to building maintenance in regards to ACA and ECS accreditation
- Assist with the set-up/tear down of rooms in preparation for programs, meetings, and other functions on an as needed basis
- Provide assistance with camp start-up; maintain camp, and end-of-camp-year tear down
- Responsible for all snow and ice removal
- Assist in maintaining grounds and facility