

III. General Description / Position Objective

1. Summarize the position's scope of work.

Within the Division of Developmental Disabilities, under the direction of the Facility Manager, promote services and supports that lead to individuals with developmental disabilities and their families in a manner consistent with those outlined in the Division's Residential Services Guidelines.

Performs work in alterations, repair and maintenance of buildings, facilities, and equipment. May perform work in carpentry, plumbing, electrical, mechanical or machinist work without direct supervision. Operates hand power tools, drill presses, table saws and other shop equipment as needed. May perform repair work on building fixtures, plumbing, heating, laundry, kitchen equipment, motors, and mechanical or electrical equipment/appliances. May also be ask to operate automotive equipment to transport clients as well as materials and supplies.

IV. Supervisory Relationships

PART A

Check the statement that most accurately describes the level of supervision you exercise over this position.

- Close, detailed
- Spot-check basis only
- Little, employee responsible for devising own work methods
- Other (please explain):

PART B

Check the boxes that apply to this position or if the position has the authority to recommend any of these actions.

- Hires Evaluates Corrects Disciplines Terminates others Assigns work
- Instructs and checks the work of others
- Not applicable

Is this a supervisory position? Yes No Is this a lead position? Yes No

If yes, attach organizational chart with position numbers and classification titles of the position's supervisory chain as well as this position's subordinate positions.

Add any additional information that clarifies this position's management, supervisory, or lead responsibilities.

V. Assigned Duties and Responsibilities

List all assigned duties and responsibilities of the position, and the percentage of time dedicated to carrying out those duties. The percentage of time under "Percentage" below must equal 100%. If you are going to use the phrase "other duties as assigned," put it in this section but it cannot exceed more than 5% of the total position's duties and responsibilities. Underline the essential functions of the position. Essential functions are those functions that must be performed by the incumbent in this position. They cannot normally be re-assigned without impacting the allocation of the position.

Percent: 85%	<p>: Sub-journey-level work in alterations, repairs, maintenance and preventive maintenance of building, facility, and equipment.</p> <p>Assists Journey Mechanic's when needed.</p> <p>Operates power tools, hand tools, ground tools and equipment as well as vehicles affiliated with the trade.</p> <p><u>Snow removal</u>, operates bucket loader and snow plow, snow blower, snow shovel, sand and salt roads as well as sidewalks.</p> <p>Move furniture and assemble new equipment.</p> <p>Operate vehicles and transport materials and supplies.</p>
--------------	---

<p>Percent 10%</p> <p>Percent 5%</p>	<p>Vendor contacts, research for parts, order parts needed for job duties.</p> <p>Duties Performed: Miscellaneous grounds work and repairs.</p> <p>Duties Performed: Other duties as assigned. This position is designated as an emergent position.</p>
--------------------------------------	---

VI. Position Qualifications

a. List required qualifications.

Positions require high school graduation and two years of general work experience in building and equipment maintenance, construction or repair work. Possession of a valid motor vehicle operator's license may be required.

b. List other skills and abilities.

Must be able to use hand and power tools with a reasonable degree of skill; work safely; perform heavy manual tasks; Treat all clients and staff with dignity and respect; be able to respond to client and facility emergencies; maintain confidentiality of client and personnel information.

VII. Special Requirements and/or Conditions of Employment

List any licensing, certification, or other special requirements.

This position has been identified as an "Emergent Position" under the DSHS Comprehensive Emergency Management Plan. This may be due to the duties you normally perform in your position or due to specialized duties you perform during a recognized emergency. The incumbent in this position is directly responsible for delivery of DSHS Vital Services and for understanding the written local emergency plan, which describes how Vital Services will be delivered during an emergency or disaster. This means that during a recognized emergency, the duties may be different from normal duties, and will be temporary in nature, lasting only as long as necessary to resume normal operations.

As the incumbent of an Emergent Position, you may be required to do the following during a recognized emergency/disaster.

- Report for duty on short notice for a specified timeframe.
- Report for duty outside of normally scheduled work hours and workdays.
- Report to a duty station that is different from the official duty station.
- Perform work tasks outside the normal scope of duties reflected in this PDF.
- Your duties during a recognized emergency, if different from your normal duties, will be temporary in nature, lasting only as long as necessary to resume normal operations.

VIII. Working Environment

Describe working environment (office, field, indoors/outdoors, exposure to risks, safety requirements, etc.) and anticipated variation in working hours (such as flexible schedule, some evening and weekend work, occasional travel, etc.). Some or all of these conditions may be noted under Section V., ASSIGNED DUTIES AND RESPONSIBILITIES.

Work indoors/outdoors.

Must be able to perform the essential functions described in the PDF.

Work may include driving clients to/from appointments, activities, ect