Luther Burbank Center for the Arts
Job Description

Job Title: Maintenance Worker
Department: Maintenance
Reports To: Maintenance Supervisor
FLSA Status: Non-Exempt
Revised Date: 3-15-21

Summary

• Responsible for the maintenance and repair of both the LBC physical structure and grounds.

Essential Duties and Responsibilities include the following:

• Receives written work orders or verbal instructions from supervisor.
• Installation/repair of irrigation systems as needed.
• Maintains exterior landscaping such as lawns, planters, mowing and weed removal.
• Paints interior and exterior walls and trim.
• Minor parking lot and sidewalk repair with asphalt, cold patching materials and concrete.
• Performs minor roof repairs.
• Carpet/Tile deep cleaning
• Maintains and repairs plumbing and electrical systems, including replacing worn or defective parts such as broken pipes, leaking drains, faucets, switches, light sockets, and light ballasts.
• Repairs or replaces building brick, stone, and concrete.
• Replaces worn or damaged parts such as hoses, wiring and belts found in LBC machinery and equipment; e.g. truck, vacuum cleaners, riding mower, tractor and other equipment.
• Builds, repairs, and installs benches, partitions, floors, door frames, building framework and trim, window coverings and door hardware
• Replaces damaged ceiling tiles, floor tiles and dry wall.
• Communicates well with all levels of employees.
• Works safely in all environments.
• Conducts quarterly safety inspections
• Maintains monthly fire extinguisher inspections

Supervisory Responsibilities

• This job has no supervisory responsibilities.
Qualifications
- Basic electrical, plumbing, painting and carpentry skills are required and the ability to perform each of these duties satisfactorily.
- Knowledge of common shop equipment and how to use it safely and effectively.

Education and/or Experience
- High school diploma or general education degree (GED); one-to-three plus years related experience and/or training.

Language Skills
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively among LBC staff or Patrons.

Mathematical Skills
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Convert between fractions, decimals and percentages.

Reasoning Ability
- Ability to devise practical, common sense solutions to instructions furnished in written, oral, or diagram form.

Computer Skills
- Basic

Certificates, Licenses, Registrations
- Must have valid Driver's License and proof of current automobile insurance.

Physical Demands
- 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.

- While performing the duties of this Job, the employee is regularly required to use hands to handle, reach and feel. The employee is frequently required to stand, walk, stoop, kneel, crouch, and crawl. The employee is occasionally required to sit, climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The Luther Burbank Center for the Arts is committed to creating a diverse work environment and is proud to be an equal opportunity employer.