

R.C. BIGELOW, INC.
Job Description

Job Title:	Building Maintenance Worker
FLSA:	Non-Exempt/Hourly
Department:	Maintenance
Location:	CT
Reports To:	Facility Supervisor
Date Prepared:	May 13, 2009

SUMMARY:

Provide maintenance and hands on support for performing repairs to building, systems including HVAC, boilers, water towers, chillers, pumps and compressors, fire pump, sprinkler system and other building related equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Equipment Inspection
 - a. Fire Extinguisher
 - b. Eye wash stations
 - c. Emergency lights
 - d. Exit Signs
 - e. Roof Top Units/Air condition units
 - f. Mechanical room equipment
 - g. Building mechanical equipment/values/motors/fans/lighting, etc.
- Perform routine preventative maintenance as scheduled on building-related issues and identify components requiring maintenance or repairs outside the normal schedule.
- Grounds Care
 - h. Litter pick-up
 - i. Minor snow/ice removal
 - j. Minor painting
 - k. Grounds maintenance
- Facility Painting
- Back-up Custodial Work
- General Maintenance
 - l. Filter replacement and cleaning
 - m. Ceiling and floor tile, replacement and repair
 - n. Light-Bulb Replacement
 - o. Plumbing
 - p. Carpentry
 - q. Electrical work
 - r. Wall repairs/spackle, sand and paint
- Complete project work as required.
- Maintain company vehicle as directed.
- Follow R.C. Bigelow's Good Manufacturing Practices (GMP's)
- Comply with RC Bigelow Safety and Health Rules
- Perform other duties as assigned or needed.

QUALIFICATIONS:

To perform this job successfully, an individual shall be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or general education degree (GED); three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Strong verbal and written communication skills to effectively relate necessary information to applicable personnel. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence

MATHEMATICAL SKILLS:

Ability to add, subtracts, multiply and divides in all units of measure.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds any weight over 50 pounds should be moved by the provided lifting equipment such as forklifts, chain hoists, come-a-long, or vacuum lifter. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must be able to drive a variety of forklifts and possess a valid driver's license.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to high, precarious places. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

Work environment may be dusty, hot, air conditioned and/or smell of various tea aromas. The employee must be able to wear, P.P.E., a respirator to protect him/her from excessive tea dust. The employee must also be comfortable wearing various types of safety equipment such as hearing protection, eye protection, coveralls, gloves, use power tools and hand tools such as drills, saws, etc as necessary and indicated by R.C. Bigelow's Safety Rules and those of OSHA.

Send resumes to: hr.recruit@rcbigelow.com