

HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Name:	Date: February 2011
Job Title: Facilities Maintenance	Department: Pilot Laboratory
Reports To (Position) : Emil Sweeney	Supervises (Positions): n/a
Status: Non-Exempt	
Completed By: JC	

Part II – Position Objective

To provide general lab support and upkeep of lab and office facilities, ranging from light repair work to general cleaning duties.

Part III – Job Responsibilities

Essential Duties
1. General cleaning in a technology lab environment, including sweeping, vacuuming, mopping, and emptying garbage containers
2. General cleaning in an office environment, including wiping down, sweeping, vacuuming, mopping and emptying garbage containers
3. Movement of boxes, furniture and other objects using body or hand cart
4. Replacement of light bulbs
5. General maintenance or repair work to occasionally include painting, rehabilitating, or modifying facility infrastructure and/or features
6. Service, clean and supply restrooms
7. Organize, sort and put away various supplies
8. Assist with setup, operation, and cleanup of technology lab testing

IV – Knowledge, Skills, Education

Knowledge, Skills, Education
1. General maintenance/repair knowledge and abilities
2. Familiarity with cleaning supplies and processes, including vacuuming
3. Ability to organize time
4. Ability to act independently when given tasks, deadlines or jobs

V- Work Environment

1. Regularly lift and move up to 50 pounds
2. Time split between technology lab environment and office setting
3. Occasional outdoor work may be required
4. Occasional ladder/platform work

VI. 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.

The employee must regularly lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to talk, hear, stoop, kneel, crouch or crawl, and climb or balance. The employee is frequently required to stand, walk, use hands and reach with hands and arms. The employee is occasionally required to sit.