



### **General Maintenance 1 \* The Jeff Bank in Jeffersonville, NY**

**Overview:** The Jeff Bank is seeking a General Maintenance 1 position in Jeffersonville, NY.

The General Maintenance 1 position is responsible for performing a variety of duties relating to general maintenance at all branches; maintenance of bank vehicles and equipment; coordinating work within the unit or department, as well as with other departments and units; reporting pertinent information to the immediate supervisor; responding to inquiries or requests for information from a variety of sources.

**Skills required to perform job:**

Broad base of technical knowledge which encompasses a basic understanding of heating, ventilation, and air conditioning (HVAC), plumbing, electrical and building construction skills. A keen ability to troubleshoot technical problems is also required.

Effective organizational skills including the ability to effectively manage time and resources to accomplish tasks within set schedules and guidelines.

Strong communication skills sufficient to accurately understand problems, report issues and coordinate effectively with stakeholders.

Strong ability to think critically, analyze problems and come up with effective and efficient solutions.

**Duties:**

Demonstrates core values and guiding principles as outlined in the Bank's Mission, Vision and Value Statements of which the following are illustrative:

- Gives exceptional customer service to both internal and external customers by providing prompt, polite and effective communication.
- Participates as a member of the team.
- Positively and proactively contributes to the Bank's Strategic Plan.
- Demonstrates support of Management.

Ensures that all activities and work functions adhere to safety and compliance requirements as defined in company policies/procedures and state/federal laws and regulations.

Performs routine building and grounds maintenance including but not limited to:

- Landscaping (mow, weed whack, pull weeds, prune plants and rake).
- Pressure wash buildings/ATM machines.
- Removes snow, clears/cleans pathways.

- Keep track of and deliver salt supply to locations.
- Change indoor/outdoor lighting.
- Shredding documents.
- Pulls retention from Branches.

Maintains Bank vehicles and equipment including:

- Keep track of inspections and registrations.
- Maintenance checkup and fueled and vehicle appointments when not running properly, report major mechanical problems to supervisor.

Coordinates tasks with other personnel within the unit or department and with other units/ departments to ensure proper communication of information.

Cooperates with, participates in, and supports the adherence to all internal policies, procedures, and practices in support of risk management and overall safety and soundness.

Reports pertinent information to the immediate supervisor and appropriate staff

Responds to inquiries relating to his/her particular area, or to requests from customers, other bank personnel, etc., within given time frames and within established policy.

May perform general inventory control or supply and equipment handling duties, e.g., stocking, disbursing etc., as requested.

Back up courier/mail room clerk when needed.

Performs other related duties as assigned or directed.

Equipment/Machines

- Automobile
- Telephone
- Paper Shredder
- Lawn mower (push and ride-on)
- Snowblower
- Pressure Washer
- Personal Protection Equipment

**Requirements:**

High School Diploma/GED

1-2 years of work experience in a general building and grounds maintenance position

NY State Driver's License

Ability to lift 40+ lbs consistently

Ability to appropriately use tools and equipment normally used in maintenance positions

**Shift, Salary, and Benefits;** This is a full-time position, Mon - Fri, 8 A.M. - 5 P.M., \$18.00 to \$20.00 hourly, Benefits include; Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Paid Holidays, Retirement Plan, Tuition Reimbursement and Gym/Wellness Reimbursement.

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