

**YOUTH DYNAMICS, INC.**  
**JOB DESCRIPTION**

<b>Job Title:</b> Maintenance Staff		<b>FLSA Status:</b> Non-exempt
<b>Supervisor:</b> Finance Director		
<b>General Information:</b> The Maintenance Staff's primary duties are to assure a clean, safe, well-groomed work area to Billing's Youth Dynamics, Inc. employees. This position works independently under general direction of the Finance Manager. Flexible schedule required.		
<b>Minimum Qualifications</b>	Must possess the ability to work effectively with the public in a professional manner and demonstrate good communication and organizational skills. Must have experience in cleaning, lawn care, snow removal and minor "handy" work.	
<b>Required Knowledge, Skills And Abilities</b>	<ul style="list-style-type: none"> <li>• Moderate knowledge of the organization, policies and procedures, structure and operations.</li> <li>• Ability to communicate well with others both orally and in writing.</li> <li>• Ability to establish and maintain effective working relationships.</li> <li>• Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.</li> <li>• Ability to be flexible and adapt to organizational changes and needs.</li> <li>• Possession of a valid drivers license and minimal insurance required by law.</li> </ul>	
<b>Essential Physical Abilities</b>	<ul style="list-style-type: none"> <li>• Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both in person and over the telephone.</li> <li>• Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written materials, in both hardcopy and electronic form, operate machines (i.e. lawn mower, snow blower, weed eater), move light to heavy objects, hang and remove objects from walls and buildings, clean offices, and shovel snow.</li> <li>• Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to do all tasks in #2.</li> <li>• Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to travel and to access work sites, carry and transfer heavy objects and do all tasks in #2.</li> </ul>	
<b>Principle Responsibilities</b>	<p><u>Primary Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Clean all Youth Dynamics Inc. Billings offices as required once weekly and spot checking once weekly. Remove garbage twice weekly.</li> <li>• Mowing, weed pulling and overall lawn and yard care.</li> <li>• Shoveling snow on driveways, entryways and sidewalks.</li> <li>• Changing light bulbs and fixing minor maintenance problems.</li> <li>• Moving light to heavy weight objects (i.e. file cabinets, desks, etc.).</li> <li>• Other duties as assigned by Supervisor.</li> </ul> <p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor.</li> <li>• Maintain awareness of work environment and perform duties in a safe and responsible manner.</li> <li>• Maintain tact, diplomacy and professionalism at all times.</li> <li>• Complete required paperwork in an accurate and timely manner.</li> <li>• Participate as a positive member of the Youth Dynamics, Inc. organization.</li> <li>• Act as a positive representative of Youth Dynamics, Inc. to the public.</li> <li>• Participate in public relations and marketing efforts approximately 5% of you work time.</li> <li>• Participate in regular supervision with your Supervisor.</li> <li>• Participate in staffings and relevant in-service training as needed or required.</li> <li>• Attend all meetings as are necessary to fulfill job responsibilities.</li> <li>• Develop a plan for personal and professional growth, as needed.</li> <li>• Carry out other responsibilities as assigned by your Supervisor to further the mission of Youth Dynamics, Inc.</li> </ul>	
<b>Minimum Expectations</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	