

## City of Lakewood Volunteer Job Description

**Department: Community Resources**  
**Division: Heritage, Cultural and Arts**  
**Committee: Maintenance**



### **Committee Purpose**

The maintenance committee's primary purpose is to assist in maintaining equipment and facilities in satisfactory operating condition by providing for systematic inspection, detection, and correction of incipient failures either before they occur or before they develop into major defects.

### **Responsibilities**

The committee volunteers are responsible for assisting with carpentry, painting, cleaning, and other duties.

### **Qualifications**

The Building Repair Technician will provide a yearly safety test and determine if volunteer is capable of completing tasks following safety procedures.

### **Age Requirement**

The minimum age requirement for this committee is 18.

### **Schedule**

Monday – Friday from 8:00 a.m. – 11:30 a.m. The schedule will be determined between the volunteer and the Building Repair Technician.

### **Training**

Safety training will be provided over a two-week period by the maintenance coordinator. After completing the safety training the volunteer will be given a safety test. The maintenance coordinator will determine if volunteer is capable of working in this committee or should be reassigned.

### **Dress Code**

It is highly recommended volunteers wear old clothing and comfortable work shoes. In addition, depending on weather conditions and task, please dress appropriately.

### **Work Environment**

Indoor/Outdoor – This committee participates year-round. The changing Colorado weather is a strong factor in this placement. In addition, this committee uses electrical tools, nail guns and a variety of other dangerous equipment. All volunteers will need to be trained in safety techniques.

### **Punctuality and Absenteeism**

If the volunteer is going to be late or miss a scheduled assignment, they must contact the committee leadership.