City of Lakewood Volunteer Job Description

Department: Community Resources
Division: Heritage, Cultural and Arts
Committee: Maintenance
Last Updated: May 2011

Committee Leadership
Building Repair Technician
Chandler Williamson
(303) 987-7858
chawil@lakewood.org

Schedule
Monday – Friday from 8:00 am – 11:30 am

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.

Training
Safety training will be provided over a two-week period. After completing the safety training the volunteer will be given a safety test. After the 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.