

JOB DUTIES FOR MAINTENANCE WORKERS

MONTHLY CLEANING

2. DATE AND CHANGE FURNACE FILTERS EVERY TWO MONTHS
4. FURNACE FILTER S IN MAIN CLINIC – CHANGE EVERY 2 MONTHS
5. CHECK DRYER VENT

WEEKLY

1. CHECK RECYCLE BINS AND EMPTY
6. CHECK RESCUE PAIL AND REFILL AS NEEDED

TWICE A YEAR (SPRING AND FALL)

3. CUT DOWN PERRENIALS AND CUT BACK SCRUBS (DISPOSE OF CLIPPINGS)
5. CLEAN ELECTRIC HEATER IN CORPORATE OFFICE, BLOWING OUT THE TOP WITH CANNED AIR AND VACUUM DIRT OUT OF THE BOTTOM
6. PUT AIR COND. COVERS ON IN FALL & TAKE OFF IN SPRING
8. TURN HORSE WATER OFF IN FALL – BLOW OUT LINES -THEN BACK ON IN SPRING
(MAKE SURE HEATER IS ON IN SPRING – OFF IN THE SUMMER)
9. CHANGE FURNACE FILTERS IN EQUINE WING (OR AS NEEDED)
10. REMOVE OUTSIDE ENTRANCE/EXIT SIGNS IN FALL – REPLACE IN SPRING
11. OIL GARAGE DOOR ROLLERS

AS NEEDED

1. PICK UP SHAVINGS FOR HORSES
2. PICK UP HAY FOR HORSES
3. TAKE RECYCLABLES TO DUMP SITE (CARDBOARD, PLASTIC, GLASS)
4. TAKE CARE OF ALUMINUM CANS
5. REPLACE LIGHTBULBS AND BALLASTS
7. USE WEED KILLER ON CRACKS AND CREVICES AND IN STONES
8. PICK UP EQUINE FOOD AND OTHER MINERALS
9. SCRUB EQUINE STALL WALLS WITH BRUSH
13. CHECK FENCE INSULATORS AND RETIGHTEN WIRE AS NEEDED
14. PUSH UP MANURE PILE AND SPREAD WHEN NEEDED

LAWN WORK

1. MOW LAWN
2. TRIM AROUND FENCE POSTS AND LANDSCAPE ROCKS
3. TRIM TREE LIMBS
4. POISON WEEDS AND GRASS AROUND LANDSCAPE ROCKS AND CRACKS IN FRONT DRIVEWAY
5. LANDSCAPE AS REQUESTED

FALL

1. FALL CLEANING - Check over all buildings to make sure they are in good repair
2. TRACTOR MAINTENANCE
3. SPREAD MANURE
4. GUDEN FOR FALL CHECK UP
5. VACUUM REFRIGERATOR AND FREEZER COMPRESSORS
6. CLEAN RAIN GUTTERS

WINTER

1. SNOW REMOVAL FROM NORTH SIDE OF CLINIC BUILDING
2. MONITOR ICE MELT PAIL

This is a part time position approximately 20-25 hours per week. Working hours would be mostly during hours that we are not open for business, and would require a vehicle, (preferably a truck) to haul in recycling. The duties could be done early in the morning before office opening at 7:30, or after closing at 5pm, or Saturday after noon, preferably daily, and can be split up if needed. There may be the occasional need for an emergency call clean up if necessary.