

## **Porter/Mechanic Assistant Opening**

**JOB TITLE:** Porter/Mechanic assistant

**REPORTS TO:** Building Manager

### **JOB SUMMARY**

The Porter / Mechanic Assistant is primarily responsible for the overall cleanliness and appearance of NLF as experienced by members, visitors and staff. This person also assists the building handyman as needed and can perform certain of his duties in his absence.

### **DUTIES & ESSENTIAL JOB FUNCTIONS**

Keeps premises, grounds, and parking lots of NLF in clean and orderly condition:

- Cleans and polishes lighting fixtures, marble surfaces, and trim.
- Performs heavy cleaning duties, such as operating motor-driven cleaning equipment, mops floors, washes walls and glass, and removes rubbish.
- Cleans and re-supplies bathrooms and kitchenette.
- Inventories cleaning and building supplies and tools and makes timely and appropriate requisitions.
- Cuts and trims landscaping; cleans snow or debris from sidewalk using power equipment or hand tools.
- Duties may include tending furnace and air conditioning, performing routine maintenance activities, change light bulbs and upkeep of cleaning equipment.
- Notifies management of the need for repairs and additions.
- May transport small equipment or tools or furniture between departments.

### **OTHER FUNCTIONS AND RESPONSIBILITIES**

Performs other duties as assigned. Will be available for scheduled 'on-call' time for emergencies as a first responder for FACP alarms, security alarms or elevator failures or other severe threats to property, especially those arising from weather events, such as snow, or heavy storms.

Assists handyman in such situations where HM cannot perform his duties alone, without significant physical assistance.

### **QUALIFICATIONS**

- 3-5 years cleaning experience
- 3-5 years mechanical training/experience in a related field

**REQUIRED**

- Must have minimum HS diploma or GED
- Must be able to communicate fluently in spoken and written English
- Must be able to work independently and keep clear and accurate records.
- Must have reliable transportation and ability to be reached by NLF by phone or two-way radio.

**REQUIRED LICENSES/CERTIFICATIONS**

May be required to pass and keep active NYC DOB 4-hr Scaffold User Certification  
May be required to pass and keep active certificate of fitness for supervision of Fire Alarm systems and other related systems

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT</b>											
1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:											
ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8 +
a. Sitting											
b. Walking	x										
c. Standing	x										
d. Bending						x					
e. Squatting						x					
f. Climbing					x						
g. Kneeling						x					
h. Twisting						x					
i. Lifting								x			

LIFTING	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	0-10 kgs.	10-15 kgss.	15-30 kgs.	Over 30 kgs.
2a. HAND MANIPULATION REQUIRED? <input checked="" type="checkbox"/> Yes (If yes, complete a,b,c,d,e) <input type="checkbox"/> No				
2b. Repetitive hand movements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
2c. Simple Grasping?	Right Hand _____ Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Left Hand _____ Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2d. Power Grasping?	Right Hand _____ Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Left Hand _____ Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2e. Pushing Pulling?	Right Hand _____ Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Left Hand _____ Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2f. Fine manipulation:	Right Hand _____ Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Left Hand _____ Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

3. (a) Does the job require worker to reach or work above the shoulder? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Frequency (b) Reaching at or below shoulder level? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Frequency (ONCE IN A WHILE)
4. Does the job require use of his/her feet to operate foot controls or for repetitive movement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Are there special visual or auditory requirements? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Describe: Working with computer terminal
<b><u>WORK ENVIRONMENT:</u></b> a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b. Is the employee exposed to fumes or airborne particles? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**BLOOD/FLUID EXPOSURE RISK: (check the right category) N/A**

**Category I:** Tasks involve exposure to blood, fluids or tissue

**Category II:** Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.

**Category III:** Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

To apply send your résumé to our Building Manager, George Cuffe, at [george.cuffe@newlife.nyc](mailto:george.cuffe@newlife.nyc)