

	<h1 style="text-align: center;">Maintenance Personnel</h1> <h2 style="text-align: center;">Job Description</h2>		Document Number: JD-SS-08.09
	Department: Materials Management	Effective Date: November 5, 2022	Revision No 0

I Reason for Existence

Responsible for maintaining the cleanliness and organization of offices and facility premises.

II Duties and Responsibilities

1. Ensure over-all cleanliness of office and facility premises by doing rounds in the assigned area.
2. Conduct basic repairs in office and facility premises and maintenance of equipment.
3. Assist contractors, technicians, mechanics, and other technical staff in testing, cleaning, and repairing utility systems.
4. Provide support to office staff in custodial services and groundskeeping activities.
5. Perform errand for the departments.
6. Perform other duties that are assigned by the Immediate Leader from time to time.

III Minimum Qualifications

1. At least high school graduate.
2. Has previous experience as a utility worker.
3. Knowledgeable of cleaning equipment and techniques.
4. Has basic mechanical and electrical repair knowledge.
5. Ability to follow written and/or verbal work order.
6. Physically fit.
7. Has good communication and interpersonal skills.

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