

General Maintenance Services

Summary of duties and responsibilities:

The employee is responsible for all general maintenance work for MPLT as to its building and facilities. Employee is to perform yard and landscaping service at the Capitol Hill (MPLT office) and shall include all MPLT foreclosed properties in the CNMI as assigned.

ESSENTIAL FUNCTIONS:

- Performs general yard landscaping services which includes planting trees, shrubs, flowers around the office and/or other MPLT properties and the trimming of the lawn.
- Dispose of any trash or rubbish, debris on properties as directed.
- Perform minor and general maintenance work including securing of premises for the safety and protection of MPLT property. Ensure that all markings are maintained and security lighting is working and functioning. Coordinate the service or repair of any MPLT facility equipment such as the generator and air-conditioning system.
- Maintain an inventory of MPLT equipment and property including vehicle service schedules. Secure MPLT property and equipment; account for the property and coordinate the repair of all property as needed.
- Maintenance of the lawn at the MPLT office and other MPLT properties.
- Perform minor repairs at the MPLT office and/or at other MPLT properties.
- Collect and dispose debris around the MPLT office and other MPLT properties.
- Responsible for the maintenance of machinery and equipment (brush cutters, lawnmower, chainsaw, pressure washer etc).
- Oversee the maintenance of the MPLT generator and water pumps, etc.
- Other duties as may be assigned by the administrator.

ABILITIES

- Operate small machinery and equipment (chainsaw, brush cutters, lawnmower etc).
- A valid CNMI Driver's License.
- Physically fit and able to perform all work.

SAFETY

- **Must adhere and observe SAFETY measures at all times and must observe OSHA requirements.**
- **When applicable, must wear SAFETY GEARS at all times when operating machines and/equipment. (safety shoes, goggles, gloves, hardhats)**

1 This description lists the major duties and requirements of the job and is not all inclusive. The incumbent may be expected to perform job related duties other than those contained in this document.