



6620 Highland Rd., Suite 240
Waterford Township, MI 48327
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Title: Maintenance

Reports To: Senior Lab Technologist/Mgr

Effective Date: February 1, 2022

Position Summary: Experience with all-around building maintenance and housekeeping repairs including drywall repair, light electrical and plumbing repair, painting/caulking, carpentry, filter and bulb replacements and more. This is a hands-on role with a variety of tasks each day.

Job Specific Duties and Responsibilities:

- Provide maintenance support both inside and outside for two facilities
- Provide workspace setup support for both facilities (assembly of office furniture, etc.)
- Work with multiple departments to ensure a safe working environment
- Complete facility improvement projects identified by Helix Diagnostics supervisor
- Coordinate special repairs, parts orders with supervisor to ensure quality, safe and on-time project completion
- Maintains part stock and inventory control for necessary maintenance equipment
- Protects and maintains key access to all areas of the facility
- Assist/backup to inventory management and supply chain department
- Other duties as assigned

Requirements:

- 3+ years experience in a general maintenance field
- Must be able to multitask and complete projects/tasks in an efficient and timely manner
- Must be available for special projects or emergency situations that may arise
- Demonstrate ability to work in a team like setting or individually
- Able to work with minimal supervision
- Ability to bend, stand, lift up to 50 lbs, etc.
- Observes all standard safety practices
- Show up to location on time, every time as scheduled
- Able to use cellphone application to clock in and clock out for scheduled work hours- training will be provided
- Protect yourself and others by wearing your mask at all times during all work hours

Basic Qualifications:

- High School and/or GED is encouraged
- Previous commercial cleaning preferred; i.e., Office, Medical, Retail
- Must have reliable transportation to the job site

Job Type:

Full-time, non-exempt
Number of openings: 1

This position requires weekly COVID testing, is not remote-eligible and is based out of our Waterford, Michigan offices.

Schedule:

- Monday to Friday, plus on-call for emergencies (evenings/weekends)
- Hours: 8am - 5pm
- Pay: \$24.00 to 25.00 per hour, depending on experience

Basic Qualifications:

- High school diploma or GED is preferred
- Certifications in HVAC or Electrical preferred
- Previous commercial maintenance or property management experience required
- Must have valid driver's license

What we offer:

- Competitive compensation commensurate with experience
- Helix Diagnostics offers an exciting opportunity for professional growth
- Benefits available on the first of the month following 30 days of employment for full time:
 - Medical, dental, vision, life, LTD
 - Voluntary STD, HSA
- 401(k)
- PTO
- Holiday

Who We Are:

Helix is a value-based, state-of-the-art clinical laboratory on a mission to elevate the lab space through compliance, high ethics, innovation and a best in class client experience. Helix incorporates the latest technology and methods to provide comprehensive diagnostics including toxicology testing, pathogen detection, blood testing and Pharmacogenomics (PGx) testing.

Expected Use and Disclosure of Protected Health Information:

Employees in this position are expected to have access to protected health information and other confidential business information from throughout the organization as is needed to fulfill their responsibilities in evaluating and reducing risk to the organization. No protected health information will be disclosed outside the organization unless specifically required by state or federal law.

*This document is intended to describe the general nature and level of work performed and the requirements of the position. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities of personnel so classified; nor is it intended to limit the right of any leader to assign or direct employees under his/her direction.