



YOUTH & FAMILY SERVICES

JOB DESCRIPTION

Position Title: Maintenance Worker	Job Status: Full Time, 30-40hrs per week Hours: Flexible
Department: All Departments	Location: Multiple locations
Reports To: Administrative Director and/or Safe Home Program Manager	Rate of Pay: \$14 to \$16 per hour DOE

GENERAL PURPOSE OF JOB: Responsible for performing routine maintenance & repair duties for a non-profit working with youth who are experiencing homelessness. This DOES NOT include any work that requires licensure through a trade association.

DUTIES AND RESPONSIBILITIES:

- Stay in communication with New Day Leadership about work flow via phone, text, and email
- Prepare weekly maintenance and repair list
- Conduct routine inspections of premises and equipment
- Performing preventative maintenance when necessary
- Handling basic repairs and maintenance including, but not limited to: Changing light bulbs, repairing screens, yard work, painting, repairing small holes in walls, and small furniture repairs
- Must have strong organizational, time management, and follow-up skills.
- Getting bids and overseeing contractors when professional repairs are necessary
- Overseeing volunteers who are helping with yard work or other projects
- Other duties as assigned, including grease trap, air conditioner, and heater maintenance

QUALIFICATIONS:

- Must be 21 years of age
- Minimum of High School or GED with 2 years experience working with in the maintenance/handyman field
- Willingness to work flexible hours including some weekends and evenings
- Possess a valid driver's license, vehicle insurance, and a good driving record and meet state required automobile insurance minimums
- Skilled in the use of hand & power tools
- Experience performing routine maintenance
- Professional presentation and attitude
- Must be able to lift minimum of 40 pounds.
- Must understand the practice of good boundaries with youth
- Must be able to pass comprehensive criminal, sexual offender, MVD, and CYFD background checks

Other Requirements

Must have basic maintenance tools

.

WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT

Equipment Used:

PC and standard office equipment

Basic hand tools and power tools

Physical Requirements:

The position requires the ability to lift 40 pounds unassisted, 45 and above pounds with assistance.

Equal Employment Opportunity

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.