



YOUTH & FAMILY SERVICES

JOB DESCRIPTION

Position Title: Maintenance Worker	Job Status: Part Time 15 to 20 hours a week Hours: Flexible
Department: Safe Home	Location: Safe Home
Reports To: Safe Home Program Manager	Rate of Pay: \$14 to \$16 per hour DOE

GENERAL PURPOSE OF JOB: To perform various basic maintenance duties. This does NOT include any work that requires licensure through a trade association. Arranging licensure repairs when needed, making arrangement for repairs to be done. Communication with Safe Home Program Manager at all times on work status.

DUTIES AND RESPONSIBILITIES:

- Stay in communication with the Safe Home Program Manager and Safe Home Supervisors
- Check repair list weekly for any repairs needed
- Perform a weekly walk thru on property ,reporting any repairs needed to Safe Home Program Manager
- Getting bids if needed
- Basic maintenance includes but limited to: changing light bulbs, repairing screens, yard work, painting walls, repairing small hole in walls.
- Other duties as needed

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
- Must be able to lift minimum of 50 pounds.
- Must understand the practice of good boundaries with youth
- Must be able to pass comprehensive criminal, sexual offender, MVD background checks

Other Requirements

Must be able to pass comprehensive criminal, sexual offender, and MVD background checks.
Must have car, valid driver’s license, and meet state required automobile insurance minimums.

WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT

Equipment Used:

PC and standard office equipment

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.