

Maintenance and Custodial Technician

Full-time 35-40 hours per week

\$17.64 hourly

Schedule will include a variety of shifts to meet the maintenance needs of Safe Haven's Shelter and Resource Center.

Position Summary

The Maintenance and Custodial Technician is responsible for general maintenance and custodial needs of Safe Haven's two facilities. This includes maintenance of buildings, basic plumbing, basic electrical, garbage/recycling management, janitorial and housekeeping, painting, lawn maintenance and snow removal and other general upkeep needs. In addition, the Maintenance and custodial technician is responsible for coordinating a comprehensive preventative maintenance program with Shelter and Resource Center managers, as well as coordination and implementation of weekly, monthly, annually and seasonal job priorities.

Essential Functions

Regular Upkeep

- ✦ Inspect facility space/fixtures for deterioration, cleanliness and orderliness which includes but is not limited to changing light bulbs, painting, completing bathroom inspections that all plumbing is working properly, fixing holes in walls and addressing any maintenance needs to remain in compliance with safety standards.
- ✦ Outdoor building and ground maintenance which includes cleaning, sweeping/shoveling of walkways, lawn care and gardening.
- ✦ Perform thorough cleaning daily/weekly at both sites which includes, but not limited to, high traffic areas, all common areas, bathrooms, kitchen, play areas, etc. Cleaning includes disinfecting surfaces, floor maintenance of sweeping/mopping/vacuuming, window washing and mirrors, cleaning of bathroom sinks/floors/toilets/stock supplies and all other cleaning needs.
- ✦ Manage garbage collection and recycling. This includes removing, or organizing removal of all garbage, recycling and other refuse off site and ensuring that the collection of garbage minimizes animal nuisance issues (i.e. bears, raccoons).
- ✦ Repair damage regularly.
- ✦ Paint (indoors and out) as needed.
- ✦ Maintain inventory of cleaning supplies and general maintenance items. Coordinate with site supervisor on needs and pick up supply orders when needed.

Routine Maintenance and Repair

- ✦ Perform maintenance tasks.
- ✦ Perform basic emergency repairs as needed and directed.
- ✦ Report building and property hazards, problems and repair needs to site supervisor.
- ✦ Create and maintain regular upkeep routines for all equipment and keep organized, up-to-date maintenance logs for equipment.
- ✦ In coordination with each site's manager, ensure routine monitoring/inspections are performed by qualified entities for septic, water, fire, electrical, etc.
- ✦ Ensure all equipment is in proper condition and good working order.
- ✦ Request and coordinate service needs for the sites with the site supervisor.
- ✦ Ensure safe and well maintained facilities to enhance the experience for Safe Haven clients.

Safety and Security

- 🔥 Maintain shelter security at all times.
- 🔥 Identify problems and facilitate maintenance and repairs to systems including water, sewage, refrigeration, heating, natural gas, fire and other systems.
- 🔥 Perform monthly tests of the fire alarm and security (including 'panic button') systems and keep organized, up-to-date logs for these tests.

General Responsibilities

- 🔥 Manage competing priorities effectively and in the timeframe designated by your supervisor.
- 🔥 Maintain professional boundaries with all clients and staff.
- 🔥 Role model positive behavior, interactions, conflict resolution etc. for our clients and the community.
- 🔥 Employ strong ethical values.
- 🔥 Adhere to agency personnel policies and directives by supervisory staff.
- 🔥 Exercise computer skills including, but not limited to, word processing, data entry, spreadsheets and email.
- 🔥 Demonstrate consistency and dependability in regard to scheduled shifts and/or work hours.
- 🔥 Utilize effective organizational skills.
- 🔥 Impeccable ability to follow through with assigned, and/or self-directed tasks.
- 🔥 Understand the dynamics of domestic violence.
- 🔥 Accept cultural, racial, religious, affectional orientation, economic differences between people.
- 🔥 Ability to be warm, friendly, positive and approachable.
- 🔥 Dress in a clean and professional manner suitable for accomplishing all responsibilities.
- 🔥 Efficiently perform other duties as assigned by your supervisor.

Qualifications and Requirements

Essential Qualifications

- 🔥 **Must have a valid driver's license, auto insurance minimums set by the agency and access to a working vehicle.**
- 🔥 Ability to pass a criminal background check.
- 🔥 Minimum of high school diploma or GED and two years' work experience in maintenance and custodial work.
- 🔥 Must be 21 years of age or older.
- 🔥 Motivated to do the best work possible for Safe Haven.
- 🔥 Knowledge of and/or experience working with people from diverse backgrounds.
- 🔥 Knowledge of custodial/light maintenance work duties and best practices, ability to perform such skills as required.
- 🔥 Ability to lift a minimum of 75 lbs. and physical dexterity to perform duties and responsibilities of this job, including heavy work and exposure to inclement weather.

Safe Haven Shelter & Resource Center does not discriminate on the basis of race, color, creed, national origin, religion, sex, affectional orientation or gender identity, political affiliation, marital status, status with respect to public assistance, disability, or age in the delivery of services or employment practices.