



Offering safety, providing stability and equipping for self-sufficiency

MAINTENANCE

KEY INFORMATION

Reports To: Facilities Manager

Supervises: None

Key Relationships: Volunteer Coordinator, Volunteers, All staff

Effective Date: November 2018

Hours: Part-time, 20 hours per week, with some evening and weekend hours

Job Classification: Hourly, Non-Exempt

Compensation: \$15 – \$19 per hour, DOE; 401(k) plan; PTO: vacation, personal and sick time

SUMMARY

Responsible to perform preventative maintenance and respond to daily maintenance needs of the facilities, emergency shelter units, properties, landscaping and warehouse/sheds. Responsible for the delivery and pick up of donated furniture and household items. Work with volunteers for various work parties and projects. Respond to staff requests. This position provides the critical support to bring families facing homelessness to stability.

RESPONSIBILITIES

- Perform basic construction projects (drywall, electrical, painting, plumbing, etc.).
- Coordinate individual and group volunteer maintenance activities, including occasional Saturdays or Sundays.
- Maintain landscaping and property at all VMP locations, including upkeep of parking lots, outdoor lighting, playground areas, security cameras and other features.
- Perform general building maintenance and repair for all VMP offices, emergency shelter units and outbuildings.
- Pick up donations from donors and deliver donated items to clients or warehouse, storing items in warehouse in an organized manner.
- Emergency shelter unit turnover: perform repairs, assist with cleaning and painting as needed, and deliver furniture and household goods for set up in units.
- Assemble items, including furniture.
- Ensure company vehicles remain in good running condition, with scheduled maintenance.

QUALIFICATIONS

- Have a personal relationship with Jesus Christ, be active in a Christian church and agree with the Vine Maple Place Statement of Faith.
- Be passionate about helping families overcome the trauma of homelessness.
- Maintain an acceptable background check and ability to pass a drug test.
- Solid understanding of Vine Maple Place's mission and strategic plan.
- Work effectively as a team member.

- Arrive for work on time and maintain a good attendance record.
- Self-motivated with strong organizational and project management skills.
- Personal characteristics: adaptable, organized, self-motivated, optimistic, responsible, approachable, detail-oriented.
- Possess the ability to handle confidential and sensitive information.
- Handle tools and equipment; make proper calculations for repairs.

EXPERIENCE AND EDUCATION

- High school diploma.
- 2 – 3 years of grounds and property maintenance experience.
- Have experience working as a volunteer, preferably some at Vine Maple Place.

KNOWLEDGE, SKILLS AND ABILITIES

- Able to read, write, speak and understand English fluently.
- Possess a valid driver's license, safe driving record and proof of insurance.
- Able to take initiative, independently prioritize and organize workload and special projects to meet deadlines.
- Have basic computer knowledge and ability to learn company applications.
- Able to lift 50 - 75 lbs. and move heavy equipment/furniture.
- Use of dollies and furniture moving equipment to move large appliances and furniture.
- Able to work well with others in a collaborative and respectful manner.
- Able to multi-task, prioritize and deal with complexity and time constraints on a frequent basis.
- Able to perform all functions of the job accurately and in a timely manner.

The above is intended to describe the general content of and the requirements for satisfactory performance in this position. It is not to be construed as an exhaustive statement of the duties, responsibilities or requirements of this position. Other duties may be assigned.

Send all Inquiries, Resumes and Cover Letters to: Info@VineMaplePlace.org
Only qualified candidates will be contacted.