

## MAINTENANCE WORKER - June 2021

**Position Title:** Maintenance Worker

**Classification:** Nonexempt, Hourly, Full-Time

**Reports to:** Director of Shelter Operations

**Primary Worksite:** Confidential Shelter(s), Orange County

**FEARLESS!** (formerly known as Safe Homes of Orange County) is a not-for-profit 501(c) (3), which has grown from a grassroots, small group of committed individuals in 1986 to an organization, leader, and resource in the field of intimate partner violence and human trafficking advocacy and services provision. Our many programs include a Family Justice Center, emergency shelter, legal program, anti-trafficking program, individual and group support, advocacy, therapeutic counseling, Risk Reduction Response Programs, systems-based advocacy and collaboration, community education and outreach, throughout Orange and Sullivan Counties.

### **Role Summary:**

The Maintenance Support worker performs a variety of work in the general maintenance and upkeep, and repair of buildings, facilities, and equipment to ensure a safe, attractive and clean environment of the buildings and grounds of Fearless! properties. This position is responsible for the two shelter sites.

**Duties and Responsibilities** (shall include but not be limited to):

#### **Essential Areas of Work**

- Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites, which might include: carpentry, electrical, plumbing, glazier, and painting tasks; repairs and maintenance of structures such as floors, showers, sinks, walls, and carpet cleaning; HVAC maintenance (including window unit installation and removal); ensuring appliances are in good working condition; and reporting mechanical malfunctions to appropriate party for action.
- Maintain safe, clean, orderly facilities.
- Moves and assists in moving furniture and equipment at various facilities/sites; sets up and breaks down cubicle partition Identifies projects requiring the services of a higher skilled craftsperson; assists in obtaining quotes and arranging for services of outside vendors as directed.
- Completes service requests and updates work logs for specific site requirements; maintains reports on pesticide use; as part of site support team, assists with special projects periodically as directed.
- Keeps buildings and grounds free of trash and debris.
- Drives agency vehicles, ensure vehicles are in good repair and regularly maintained; keeps vehicles up to date.

#### **Program-Related**

- Attend and actively participate in regular supervision with the Director of Shelter Operations
- Attend and actively participate in program-specific and agency-wide staff/team meetings.
- Attend and actively participate in assigned webinars, in-service trainings, and external trainings.
- Attend and actively participate in awareness month activities and agency events for clients.
- Actively participate in maintaining a clean, welcoming environment throughout the agency.

#### **Administrative**

- Maintain the confidentiality of clients, staff, volunteers, and agency information. Exceptions include information pertaining to child abuse, danger to self or others, or in response to an authorized release of information.
- Adhere to agency policies and protocols related to the security of electronic client service records.
- Maintain the highest levels of accuracy in recordkeeping and reporting, ensuring that all client records and documentation of outreach, training, and other work tasks are complete and up-to-date and submitted to supervisor as directed.
- Manage administrative tasks, scheduling, and correspondence for outreach appointments.
- Accurately document all work within a timely manner.
- Maintain an up-to-date calendar, and ensure timely response and follow-up to email and voicemail messages.

### **Organizational Relationships**

- Contribute toward fostering inclusive and supportive work environments throughout the agency.
- Work closely and collaboratively with the Director of Shelter Operations, supervisory staff, as appropriate, and team members to understand and accomplish position responsibilities.

### **Other**

- Other duties as assigned by immediate and/or other supervisors.
  - Staff members are encouraged to be flexible and responsive to changes in scope of duties.
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**Work Hours:** 40 hours per week.

### **Requirements:**

- High School/Trade School diploma required; AA degree preferred.
- Direct work experience with maintenance and facilities upkeep Knowledge of all phases of construction and building maintenance Minimum of 5 years of work experience
- Proficient in computer use.
- Clean, valid driver's license and driving skill level consistent with agency policy.
- Ability to interface with all types of mechanical and construction contractors.
- Ability to work with minimum supervision.
- Good interpersonal and communication skills.
- Commitment to working from an anti-oppression, harm-reduction, and trauma-responsive approach; and to social change through active participation in working towards ending gender-based violence, racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression.
- Ability to work independently as well as cooperatively with a team, with a willingness to appreciate different points of view and problem solve in a constructive manner.
- Investment in ongoing professional growth and development, learning, and skill-building.

**Physical Requirements:** This job requires continual physical activity, long periods of standing, and exertion. Must be able to lift 60 pounds. Can easily navigate stairs, ramps, sidewalks, and walk distances carrying a workload.

**Conditions of Employment:** All jobs contingent upon successful completion of certain background checks which, unless prohibited by applicable law, may include criminal history, employment verification, education verification, DMV checks (for driving positions), State Central Registry, State Exclusion List, and fingerprinting.

### **NO PHONE CALLS, PLEASE.**

Applicants may email, mail, or fax resume **with** cover letter, describing your interest in this position.

**Subject line must read: Maintenance Worker**

**Email: [jobs@fearlesshv.org](mailto:jobs@fearlesshv.org)**

Fearless! Hudson Valley is an equal opportunity employer committed to a diverse, culturally inclusive work environment and prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender and identity, disability, and national origin in employment and delivery of services. All are encouraged to apply.

This description reflects the principal functions of the job for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements of the job nor shall be construed as giving exclusive responsibility for every function described.