



TURNING POINT
POSITION DESCRIPTION

Update by: Human Resources
Revised: August 2019

POSITION: Full-time Building Maintenance/Handyman

DEPARTMENT: HOUSING/FACILITIES

DESCRIPTION: Responsible for internal and external non-major repair and turnover of Turning Point properties.

REPORTING AND EVALUATION: This position reports directly to the Facilities Manager.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

1. Assist the Facilities Manager in maintaining contract requirements to ensure all tasks pertaining to defined specifications are completed.
 2. Ensure all maintenance needs are reported to Facilities Manager.
 3. Assist Facilities Manager in ensuring the safe Usage, handling and storage of all TPI equipment.
 4. Maintain apartment cleanliness of common areas, storage areas, track supplies and perform turnovers.
 5. All safety requirements will be followed including use of proper accessories during operation of tools, ex: goggles, gloves.
 6. Submit any Maintenance related Incident/Accident reports to Facilities Manager.
 7. Follow the timeline for anticipated completion of assigned projects.
- Performance of the following activities and tasks:
 1. Knowledge of Plumbing, Heating, Lifts and Elevators, Small engines, Flooring, Electrical, HVAC, Fire Systems Health and Safety, Acoustics and Security and General Repairs.
 2. Ability to do mopping and paint touch-up in hallways, replacement of bulbs in and around buildings and general clean-up.
 3. Yard maintenance, snow shoveling, trimming, raking etc.
 4. Assist in installation and/or removal of equipment or furniture as requested by Housing Director.
 5. Participate in all mandatory organizational trainings and those identified by Housing Director to improve performance capabilities.
 6. To perform maintenance overhaul of assigned facilities two (2) times per year.
 7. On call for emergencies.



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- **NON-ESSENTIAL FUNCTIONS:**

1. Assumes other special activities and responsibilities as assigned by Facilities/Housing Director.

- **MINIMUM HIRING GUIDELINES**

1. Documented maintenance field experience.
2. Valid Driver's License (with no DWI's on record over past two-years), Proof of insurance.
3. Applicants with chemical dependency history must provide evidence via two letters of support from responsible professionals attesting to the individual's maintained sobriety for a minimum of two-years.
4. Pay range \$14.00 – \$17.00 per hour.
5. Must have experience painting, vacuum and carpet cleaning machines, hedge and lawn trimmers, etc.
6. Familiarity with Microsoft Windows (Word, Excel, and Outlook) software applications would be helpful.
7. Must be able to work individually and as part of a team.

EOE/AA

Signature

Date

Human Resources

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