



**TURNING POINT
POSITION DESCRIPTION**

Update by: Human Resources
Revised: August 2019

POSITION: Part-time Building Maintenance Worker

DEPARTMENT: HOUSING/FACILITIES

DESCRIPTION: Responsible for assisting with internal and external non-major repairs and upkeep 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. Assist in the turnover of apartments.
 3. Ensure all maintenance needs are reported to Facilities Manager.
 4. Assist Facilities Manager in ensuring the safe Usage, handling and storage of all TPI equipment.
 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. Work timely and efficiently for the completion of assigned projects.
- Performance of the following activities and tasks:
 1. Assist the Facilities Manager with 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, complete small tasks in and around buildings and general clean-up of common areas.
 3. Yard maintenance, snow shoveling, trimming, raking etc.
 4. Assist in installation and/or removal of equipment or furniture as requested by Facilities Manager.



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POSITION: Full-time Building Maintenance/Handyman

- **NON-ESSENTIAL FUNCTIONS:**

1. Assumes other special activities and responsibilities as assigned by Facilities Supervisor.

- **MINIMUM HIRING GUIDELINES**

1. Prior experience a must.
2. 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.
3. Ability to run small machines.
4. Must be able to lift up to fifty (50) pounds.
5. Familiarity with Microsoft Windows (Word, Excel, and Outlook) software applications would be helpful.
6. Must be able to work individually and as part of a team.

Salary range: \$14 – 17 per hour.

EOE/AA

Signature

Date

Human Resources

Date