

IRIS HOUSE, INC.

POSITION DESCRIPTION

Position Title: **Maintenance Worker/Handyman** FLSA Status: Non-exempt

Job Type: Full-time Department: Housing Program

Shift & Schedule: **Sunday, Tuesday & Thursday (10am-6:30pm)**
Monday & Wednesday (9am-4:30pm)
Schedule subject to change

Reports To: Senior Director Date: October 2, 2024

Location: West Side Headquarters Salary: \$22-\$25 per hour

POSITION SUMMARY

Under the direction of the Senior Director, the Maintenance Worker/Handyman works as part of a team that is responsible for keeping the rental apartments overseen by the Housing program in good condition, including, but not limited to: repairs as needed, painting, cleaning and discarding of old furniture from vacant apartments, moving of clients and their belongings and possessions.

ESSENTIAL POSITION FUNCTIONS

1. Make repairs as needed to client apartments as assigned by the Senior Director/Program Manager and discuss other repair issues with client and the landlord.
2. Regularly checking equipment, systems (air conditioning, fire extinguisher, heating, refrigeration) and building for potential issues.
3. Minor plumbing and electrical repairs, fixing leaky taps, installing window screens, smoke and carbon monoxide alarms.
4. Move client possession in and out of apartments and ensure apartments are in condition to accept new tenants.
5. Responsible for repair and maintenance tasks including but not limited to; painting, sanding, patching walls, installing small fixtures such as door handles and scheduling repairs for more specialized work orders.
6. Keeping a record of maintenance and repair tasks.
7. Complying with safety regulations and using protective devices.
8. Operate basic hand tools including but not limited to; plumbing snake, electric drill, sander, nail gun, and staple gun.

9. Responsible for maintaining cleanliness in common areas which includes sweeping, mopping, dusting and identifying any issues that need attention. Removal of all garbage and recyclables daily.
10. Maintain Iris House van in working condition and drive the van.
11. Keep the Senior Director/Housing Specialist informed of daily activities and conditions that may impact Iris House's operations, program apartments and client welfare.

OTHER POSITION FUNCTIONS

1. Be able to stand, walk, and sit for long periods, climb ladders, bend, crawl, and lift up to 50 pounds.
2. Demonstrates teamwork and open communication.
3. Performs other related duties as assigned.
3. Participates in creating and maintaining a workplace that values diversity and is free of racism, sexism, heterosexism and other discriminatory practices.

POSITION REQUIREMENTS

- Education: High School degree or equivalent.
Certification in plumbing, electrical and carpentry preferred.
- Experience: Two (2) or more years of maintenance/Handyman experience or equivalent education and experience.
- Other Requirements: Strong communication and organizational skills. Bilingual (Spanish/English) preferred. Must have driver's license and good driving record.

CONTACTS

- Internal: Frequent contact with program staff and clients

Qualified candidates please submit your resume with a cover letter to Human Resources, at Humanresources@irishouse.org.