

Esperanza Shelter for Battered Families, Inc.

Job Title: Maintenance and Repair Specialist
Program: Administration
Report To: Executive Director/Residential Services Coordinator
Hours: Part-time 20 hours a week
Wage: \$15 Per Hour; paid leave, option to enroll in employer sponsored retirement plan after one year

Description:

To provide general and regular maintenance and repairs at our residential and non-residential facilities. Help facilitate the management of donated items for use at the shelter and distribution to residents. To ensure the prompt handling of all on-site maintenance; and to act as the liaison for communication with contracted companies for larger repairs and warranty items.

Requirements:

High School Diploma or G.E.D. Three years of related experience. Must be able to lift at least 50 pounds, carry furniture, and climb ladders, use power and hand-held tools. Good driving record, valid drivers license and access to own vehicle, preferably a truck or small trailer. Excellent verbal and interpersonal communication skills. Bi-lingual (English/Spanish) a plus. Strong attention to detail, well organized and a commitment to treating others with respect and maintaining confidentiality. Successful clearance of NCIC background check. Ability to adhere to strict standards of confidentiality.

Duties and Responsibilities:

1. Perform routine maintenance on shelter buildings including and not limited to:
 - changing light bulbs, doorknobs, toilet seats, etc.
 - repairing window frames, screens, door frames, doorbells, etc.
 - minor repairs to furniture (dresser drawers, etc) and blinds
 - routine checks and minor repairs to appliances
 - remove trash and recycling
2. Repair minor problems, (e.g. faucets, clogged toilets, leaky pipes, etc)
3. Seasonal preparation of coolers and heaters.
4. Regular carpet maintenance: spot removal and shampooing/cleaning
5. Painting and touch up of interior and exterior surfaces
6. Perform general vehicle maintenance (replace batteries, change tires, etc)
7. Maintain grounds including weeding, branch removal, moving dirt and minor driveway repair, snow removal, etc.
8. Communication and coordination with outside contractors (i.e.: plumbers, electricians, roofers, etc)
9. Assist clients with moving of furniture, personal items
10. Coordinate organization and storage of donations, including: sorting and distributing.
11. Other duties as assigned by Residential Services Coordinator
12. Maintains Service Log Request Form and submits to supervisor on a monthly basis.

If interested, please submit resume, cover letter and three professional references to: Executive Director, PO Box 5701, Santa Fe, NM 87502 (open until filled).