



St. Paul's Center, Inc.
Maintenance/Grounds Coordinator Job Description

Job Title: Maintenance/Grounds Coordinator

Reports To: Exec. Director

FLSA Status: Part time, non-exempt; 20-25 hrs per week

Prepared Date: July 2014

Summary

Keeps shelter in clean and orderly condition inside and out; tends facilities mechanicals (furnace, air conditioner, and boiler to provide heat, cool air, and hot water); assist Donation/Volunteer coordinator in picking up and storing donations; assist shelter guests in moving personal belongings into permanent housing; maintains company vehicles;

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Sweeps, mops, scrubs, and vacuums hallways, stairs and office space, as directed by Executive Director or designee.
2. Maintains clean gutters free of debris and leaves.
3. Empties staff and common area trash and garbage containers, as directed by Executive Director or designee.
4. Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities.
5. Replaces air filters in furnace and other required units.
6. Notifies Executive Director concerning need for major/minor repairs or additions to lighting, heating, and ventilating equipment.
7. Cleans snow and debris from sidewalk at Shelter (947 Third Street) and sidewalks at 212 & 214 Washington Ave in Rensselaer.
8. Mows lawn at 212 & 214 Washington Ave, trims shrubbery at Shelter (947 Third Street).
9. Maintains supply closet inventory and makes necessary purchases as BJ's and Home Depot.
10. Assist with pick up and delivery of donations, as directed by Executive Director or designee.
11. Assists shelter guests in moving personal belongings (furniture and other belongings) into their new housing.
12. Maintains the company vehicles, ensuring tires are adequate, inspections are completed, vehicles are clean and ready to use.
13. Cleans the guests' rooms when they move out which may include and is not limited to vacuuming, sanitizing mattresses, mopping floors, etc.
14. Picks up monthly Food Bank order with Nutritionist.

Qualifications:

1. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
2. High school diploma or general education degree (GED).
3. One to three months related experience and/or training; or equivalent combination of education and experience.
4. Knowledge of word processing software.
5. Clean New York State Drivers License

6. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee is often required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions.

Competencies:

1. All staff are expected to treat colleagues and residents with respect and this is demonstrated in all written and verbal communications.
2. All staff are expected to be responsible stewards of donor dollars, demonstrating a cost conscious approach to all resources – financial and human.
3. All staff are expected to perform as a team, lending support to colleagues in need and willing to perform tasks in support of each other.

Employee signature: _____ Date: _____