

MARINERS INN

TITLE: Facilities Assistant (RH) **EFFECTIVE DATE:** 2/16/2018
Classification: Hourly Non-exempt
Status: Part-time
REPORTS TO: Facilities Manager **REVIEW DATE:**
SUPERVISES: None **REVISED DATE:**

RESPONSIBILITIES:

- Maintain and repair Recovery Housing building located at 457 Ledyard
- Maintain and repair tools and equipment used for upkeep
- Responsible for seasonal upkeep (i.e., snow removal, landscaping, painting, etc.)
- Organize workshop tools
- Maintain calendar for routine maintenance and tasks.
- Timely completion of requests submitted on the RH or FYIdB Building Maintenance Forms.
- Routine insect control spraying.
- Maintain professional working relationships with service contractors and service inspectors.
- Report any dangerous situations immediately to Facilities Manager or COO
- Discard unneeded furniture, property, etc.
- Assist with maintaining inventory list of property, furniture, VCR's, television sets, microwaves, etc.
- Meet weekly with Facilities Manager or COO to report on work progress and be assigned new duties.
- Assist with Social Enterprise duties as needed
- All other duties as assigned by the Facilities Manager or Chief Operations Officer.
- Ability to lift 40-50 lbs.
- Ability to stare at computer for up to 6 hours at a time.

QUALIFICATIONS:

- Minimum of one year maintenance experience.
- Ability to meet physical, mental and visual standards of the job.
- Valid Driver's License and annual clearance from Secretary of State
- Ability and willingness to work in a manner that will not needlessly endanger the safety of one's self, other persons, and equipment
- Ability to establish and maintain harmonious working relationships with co-workers, clients and the general public.
- Willingness to attend workshops, seminars and school in order to adapt to changing technology
- Minimum of one (1) year sobriety, if recovering.

Salary: \$12.00 per hour (20 – 25 hours per week)

Cover Letter and Resume should be emailed to humanresources@marinersinn.org by March 16, 2018. No hard copies via mail and/or faxed. Email attached materials only! Please Type position applying for in the subject line.