

Willis Dady Homeless Services Job Description

Job Title: Maintenance and Custodial Technician **Immediate Supervisor:** Shelter Services Director

Agency Overview: Since 1987, Willis Dady Homeless Services has been working to empower individuals and households to break the cycle of homelessness and become self-sufficient. Willis Dady offers robust and individualized services to households at risk of and experiencing homelessness in Linn County, Iowa. Willis Dady works closely with local homeless service providers to identify gaps in services and provide innovative and personalized ways to fill those gaps to best meet the needs of our community.

Position Summary:

Responsible for working as part of the Maintenance and Custodial team to perform maintenance and routine preventative maintenance to all buildings and property owned by Willis Dady Homeless Services. In addition, providing custodial services to facilities keeping them clean and organized. The Maintenance and Custodial Technician will need to demonstrate a commitment to the mission and present a positive image of our agency and its programs.

The position is full time (40 hours per week) with an hourly rate of \$19.25 and a competitive benefits package: 75% of employee health premium covered by the agency, dental and vision plans, 3% Simple IRA match, short-term and long-term disability, life insurance, paid time off, personal days, flexible scheduling, and a 30-day paid sabbatical after five years of employment. Willis Dady is a federal student loan forgiveness qualifying agency.

To Apply:

Please submit a resume, cover letter and contact information for three professional references to denine@willisdady.org or via mail at 1247 4th Ave SE, Cedar Rapids, IA 52403. Interested applicants may also call for more information at: 319-362-7555. Applications are now being accepted and interviews will be held on a rolling basis until the job is filled. The anticipated start date is as soon as possible.

Requirements:

Qualified candidates must have:

- High school diploma or equivalent
- Current driver's license, clean driving record, vehicle insurance and access to a reliable vehicle available for business use. Work related mileage expenses will be reimbursed by Willis Dady
- Ability to work a flexible schedule, to include nights and weekends
- Knowledge or training in general maintenance and custodial duties
- The physical abilities to perform the requirements of this position to include: moving objects up to 75 pounds in all directions, climbing ladders and exposure to differing weather conditions
- Strong interpersonal skills and ability to work effectively with others as part of a team
- Flexibility and ability to handle stress and new or undefined situations
- Ability to develop rapport with people of all ages, backgrounds, and economic resources, and treat others in a friendly, courteous and appreciative manner
- Ability to maintain confidentiality concerning volunteers, clients and staff
- Strong organizational skills with ability to prioritize projects and tasks
- Ability to work with minimal supervision, take initiative, and manage multiple projects with changing priorities
- Behave as a professional representative of Willis Dady Homeless Services and communicate the mission and activities
- Knowledge of and sensitivity to issues related to homelessness and near homelessness, poverty, and mental illness

Not required, but preferred

- Knowledge of HVAC systems and ability to perform routine maintenance
- Experience working with electrical and plumbing

- Ability to perform routine preventative maintenance on other mechanical and electrical components

Don't meet every requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. Willis Dady is dedicated to building a diverse, inclusive, and authentic workplace. So, if you're excited about this role, we encourage you to apply anyways! You may be just the right candidate for this or other roles!

Key Responsibilities:

- Execute a facility maintenance and cleaning program
- Provide lawn care and landscaping maintenance for all Willis Dady Homeless Services owned properties (mowing, watering, edging, tree and bush trimming, fertilizer and weed prevention applications)
- Provide snow and ice removal for all Willis Dady Homeless Services owned properties
- Provide emergency maintenance for all Willis Dady Homeless Services properties
- Maintain clean interior of all rooms at main Willis Dady Homeless Services property (including regular cleaning of kitchen, bathrooms, hallways, conference rooms and offices)
- Maintain clean exteriors of all Willis Dady Homeless Services owned properties, including sidewalks and parking lot
- Equipment Repair - Lawn maintenance equipment, air conditioner units, vacuum, etc.
- Perform regular maintenance and cleaning of Willis Dady Homeless Services owned vehicles
- General Carpentry - Minor patch work, sanding, painting, trim work, window/screen replacement, flooring repair
- Electrical and Plumbing Repair - Minor projects and repair to plumbing and electrical fixtures
- Perform scheduled maintenance projects – Replace furnace and other filters, clear dryer vents, etc.
- Establish and maintain inventories of maintenance and cleaning supplies and equipment
- Assist with moving of furniture and donations
- Demonstrate proper care of and use of all equipment in facilities to ensure appropriate functionality
- Follow agency safety policies and procedures
- Assess and recommend project needs
- Willingness and ability to perform other related duties as assigned by Shelter Services Director

Note: Willis Dady Emergency Shelter policy is to provide employment opportunities regardless of race, color, religion, national origin, sex, age, marital status, disability, sexual orientation, Vietnam era or disabled veteran status. All offers of employment are contingent on a negative report on the State of Iowa Criminal History Records Check and Sex Offender Registry. Willis Dady is an At Will Employer.