

## Job Posting



Caritas of Austin provides a service continuum for those experiencing poverty that begins with a safety net and links them to resources to achieve self-sufficiency.

We envision a community where there is respect for all individuals, hope for those experiencing poverty and opportunities for self-reliance.

At Caritas of Austin, our hope for our clients, staff, volunteers and community is demonstrated through Commitment, Equity, Respect and Support.

Caritas of Austin provides equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

<b>Job Title:</b>	<b>Facility Maintenance Assistant</b>
<b>Department:</b>	Integrated Services
<b>Reports To:</b>	Community Access & Facility Manager
<b>FLSA Status / Pay Type:</b>	Non-Exempt / Hourly

### Position Summary

The Integrated Services Department Director and the Community Access & Facility Manager select the Facility Maintenance Assistant. The Community Access & Facility Manager supervises the Facility Maintenance Assistant. The primary roles of this position are to assist in all aspects of service delivery in being responsible for building, grounds and equipment. The Facility Maintenance Assistant position requires moderate - heavy lifting (50 lbs. or more), bending, stooping, climbing and standing for long periods. The Facility Maintenance Assistant is subject to environmental conditions. Activities occur inside and outside the building. This employee must be able to communicate clearly and concisely.

### Essential Duties & Responsibilities

#### A. Building Maintenance and Repairs

- Working knowledge of methods, materials, and equipment used in cleaning floors, walls, windows, light fixtures and plumbing fixtures.
- Working knowledge of methods, materials, and equipment used in routine care of the outdoors e.g. sidewalks and entry.
- Working knowledge of use and care of janitorial and outdoor equipment, such as power tools and power washer.
- Scrub and mop floors: wash windows, clean restrooms and restocks paper and soap supplies.
- Replace burned out light bulbs: assist in making simple repairs to building equipment and furniture.
- Perform routine maintenance and minor repairs to janitorial equipment and supplies.
- Oversee maintenance and upkeep of agency vehicles.

#### B. Organizational Support Functions

- Read and interpret manuals for use and maintenance of equipment.
- Ability to understand and follow safety procedures.



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- Move office furniture and equipment from place to place as directed.
  - Assist in the set-up and tear down of equipment required for organizational activities.
  - Assist in cleaning and maintenance of Caritas vehicles.
  - Make all decisions and perform all tasks in accordance with Caritas' values: Commitment, Equity, Respect, and Support.
  - Ensure compliance with Caritas' regulations.

**C. Other duties**

- Perform miscellaneous job-related duties as assigned.
- Provide outstanding customer service, and use positive interpersonal communication skills.
- Maintain confidentiality regarding all client/visitor information.
- Participate in staff meetings and/or training.
- Treat staff, clients, volunteers, and the general public with courtesy and respect.

<b>Qualifications</b>
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**Position requirements include:**

- High school diploma or GED and one year of experience
- Dependable; with good communication skills
- Must be able to do moderate lifting up to 50 pounds, bend, stoop, climb ladders, drive Caritas vehicles
- Valid Texas driver's license
- Demonstrated general knowledge of maintenance equipment used on the job

**Method of Contact/Inquiry/Application**

Please email cover letter and resume by February 24 <sup>th</sup> to: <a href="mailto:communityaccessjobs@caritasofaustin.org">communityaccessjobs@caritasofaustin.org</a> No phone calls please.
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**Pay Range: \$13.50-\$15.00 per hour**

**Benefits**

Paid Time Off  
Medical/Dental/Vision insurance  
Life and Disability Insurance  
Paid Holidays  
Retirement Plan with Employer Match  
EAP (Employee Assistance Program)