



Senior Facilities Assistant

Moore Place is a 120-unit permanent supportive housing program serving chronically homeless men and women. The Senior Facilities Assistant will provide general housekeeping and maintenance services for all common areas within the facility and residential units. The role is supported by a full-time Facilities Assistant. Strong customer service is a must for this role.

- Effectively handle resident service requests and work orders, correcting the situation within 24 hours, when possible
- Direct the daily workload of the Facilities Assistant
- Maintain awareness of the physical condition of the property and immediately correct unsafe conditions. Ensure property is clean and presentable
- Must be knowledgeable of inventory levels of spare parts and supplies. Inform supervisor when shortages occur
- Perform light electrical repairs on such items as appliances, fixtures, outlets, circuits, etc.
- Perform light plumbing work such as clearing stoppages, replacing fittings, etc.
- Experience with HVAC systems a plus
- Paint interiors and exteriors of building
- Assist with custodial work, including sweeping, mopping, vacuuming, emptying trash, cleaning windows and cleaning apartments.
- Responsible for the refurbishing of apartments prior to tenant occupation
- Perform scheduled maintenance on all equipment based on manufacturer's recommendation and operating manuals
- Act as contact for vendor related matters
- Assist with apartment inspections
- Maintain a good rapport with tenants
- Maintain tenant confidentiality
- Updates job knowledge by participating in educational opportunities; reading professional publications
- Ability to lift 50lbs., climb stairs and ladders

Skills & Qualifications:

- Must have valid driver's license
- Previous work experience in apartment maintenance
- Strong customer service skills
- Strong interpersonal skills
- Schedule flexibility
- Attention to detail
- Good written and verbal communication skills
- Ability to work overtime hours and weekends
- Appliance repair skills
- Computer literacy

Send a cover letter and resume to grobinson@urbanministrycenter.org