



**Our Mission:**

Empowering people to discover their directions for life in a changing world.

**Maintenance Team Member**

Southeastern Directions for Life has an immediate opening for a full-time Maintenance Team Member at our Cayman Court location. Schedule is Monday-Friday 7am-3pm.

**QUALIFICATIONS:** Experience in maintenance of buildings, vehicles and grounds, or custodial duties with knowledge of general repairs and services. Experience in estimating or obtaining bids for maintenance or repair costs would be considered as assets. Must hold valid driver's license, and a good driving record. Must be able to do heavy lifting and be in generally good physical condition, and have ability to work with hands and operate power tools.

**JOB SUMMARY:** This position works to maintain a clean working environment for staff and clients, maintains equipment and facility, coordinates special project needs with maintenance supervisor.

**ESSENTIAL JOB FUNCTIONS:** Essential job functions include but are not limited to:

1. Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, restroom cleaning etc).
2. Ensure that facilities and grounds are clean and maintained in accordance with relevant regulations, agency standards, and fiscal considerations.
3. Conduct quarterly inspections of the facility with maintenance supervisor.
4. Coordinate with Maintenance Coordinator a plan for preventative maintenance for buildings, grounds and agency vehicles.
5. Notify maintenance supervisor of occurring deficiencies or need for repairs.
6. Make adjustments and minor repairs with supervisor's approval.
7. Stock and maintain supply room.
8. Seasonally remove snow from sidewalks, using snow blowers, and shovels and spread snow melt.

Please email resume and/or application to: [hr@southeasternbh.org](mailto:hr@southeasternbh.org)

Equal Employment Opportunity/Affirmative Action Employer Minority/Female/Disability/Veteran