**Willis Dady Homeless Services**

**Job Description**

**Job Title:** Maintenance and Custodial Technician

**Immediate Supervisor:** Operations Director

**Position Summary:**

Responsible for performing 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. This is a full-time, permanent position.

**Key Responsibilities:**

* Develop and maintain 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
* Supervise and instruct Willis Dady clients as apprentices
* Willingness and ability to perform other related duties as assigned by Operations Director

**Requirements:**

The Maintenance and Custodial Technicial must be highly self-driven and reliable. The position requires intiative, follow-through and flexibility on a daily basis. 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 in emergency situations
* 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
* Commitment to the Willis Dady Homeless Service’s mission and values

**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

**Compensation:**

The Maintenance and Custodial Technician salary will start at $31,240 dependent upon qualifications. Willis Dady full-time employees are eligible for agency benefits including health insurance and an IRA match.

**To Apply:**

Please submit a resume, cover letter and contact information for three professional references to marcy@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 after October 1.

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.