



## **Job Description**

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**Title:** Maintenance Assistant

**Hours:** Full-Time (40 hours weekly, Non-Exempt)

**Reports To:** Director of Facilities

**Purpose:** The primary function of the Maintenance Assistant will be to assist the Director of Facilities to ensure proper function of all operational aspects of the organization, including but not limited to repair and maintenance of physical plant, grounds, vehicles and equipment. Promote and maintain a safe, secure, and supportive mission-driven environment for clients and staff.

### **Job Responsibilities and Duties**

- Repair and maintain Poverello House physical plant, grounds, vehicles and equipment.
- Assist with pick up of donations from various donors.
- Assist in 'opening and closing' of facility.
- Perform additional assignments as directed by the Operations Director and Executive Director.
- Oversee and direct activities of assigned volunteers, community service workers, and Rehab program participants.

### **Qualifications**

- High School Diploma or General Education Degree (GED) and one year related experience.
- Knowledge of building, grounds, vehicle and equipment maintenance and repair preferred.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to adapt to the environment, to solve practical problems, to deal with a variety of multiple variables in situations where only limited standardization exists and to make independent decisions within scope of responsibility.
- Possession of a valid California driver's license, acceptable DMV record, and proof of liability insurance on personal auto.
- The employee must occasionally lift and/or move up to 75 pounds.

### **Compensation**

- \$18.00-\$20.00 per hour depending on experience
- Paid vacation (accruals dependent upon time served)
- 9 paid holidays, Birthday holiday, paid sick time (per applicable laws, plus accruals)
- Medical/Dental/Vision Benefits for employee and dependents
- Retirement benefit through SIMPLE IRA plan with 3% employer match
- Life insurance plan benefit

If interested in the position, please send a resume to [PovHR@poverellohouse.org](mailto:PovHR@poverellohouse.org).  
No Phone Calls Please