

Wesley House Family Services

Position Description

Position Title: Maintenance Manager
Department: Administration
Purpose: Provides general up-keep and maintenance for all of Wesley House Family Services locations
Reports To: IT Manager
Funded By: General Agency
Classification: 1.0, FTE Non-Exempt

Responsibilities: Responsible for the maintenance, cleaning and general upkeep of all Wesley House owned and leased properties and equipment. Under the direction of the IT Manager, will perform the necessary work as well as oversee the any contracts with vendors. Will arrange for repairs, maintenance, and capital improvements as needed, soliciting bids if required.

- Landscape - General lawn and plant maintenance, mowing and weeding, clearing all trash on the property and sweeping sidewalks as needed. Arrange for tree trimming as needed and oversee landscaping contracts on different properties.
- Custodial –
 - Oversee cleaning company contracts on properties, and perform custodial services if needed, to include:
 - Vacuum/Sweep/Mop offices and main areas
 - Clean bathrooms and kitchen areas
 - Empty trash cans, dust worksurfaces and clean doors and windows
- Maintenance-
 - Clean and paint
 - Make minor repairs to property, including storm damage qualified.
 - Keep HVAC and air filtering equipment in functioning order, replacing filters and arranging repairs as needed
 - Maintain storage areas and closets
 - Prepare offices for hurricanes/storms as needed, clean and repair afterwards if needed
 - Check and replace light bulbs and fixtures as needed and as qualified
 - Clean elevator
 - Make sure all certificates and licenses are up to date, including elevator, generator, fire extinguisher
- Manage leases and tenants at Wesley House owned properties occupied by foster parents or clients
- Comply with Wesley House Personnel and Finance policies, Ethical Standards and Wesley House Confidentiality requirements
- Perform all activities, job duties and responsibilities and functions in an accurate and efficient manner with respect and appreciation for the culture, traditions, languages, and practices of the persons served
- Follow the guidelines regarding the reporting of unethical actions or practices as outlined in the Wesley House Family Services Personnel Manual
- Advocate Wesley House Family Services and its mission in the community and support agency sponsored events
- Attend all state and local meetings, workshops and conferences and participate in training and professional development as required
- No documented instances of a breach of duties with established principles, standards, contractual and legal requirements

- Wesley House Family Services assets are safeguarded and used according to agency policies and procedures
- Responsible for accurately completing individual timesheet by no later than the due date
- Perform other duties as assigned

Performance Measurements:

The Maintenance Manager will:

- Perform custodial and maintenance duties as scheduled
- Perform repairs to facilities as needed
- Oversee contracts with vendors in order to meet these goals
- Prepare facilities for hurricanes and attend to needs after
- Make sure facility landscaping is maintained as necessary
- Comply with Wesley House Personnel and Finance policies, Ethical Standards and Wesley House Confidentiality requirements

Qualifications:

- High School diploma or GED
- Valid Florida Driver's License
- Valid Florida Auto Insurance
- Physically Active Work. Exerts up to 30 Lbs. of force and/or lifting occasionally

Intent and Functions of Position Description

Job descriptions assist Wesley House Family Services in ensuring that the hiring process is fairly administrated and that qualified employees are selected. They are also essential to an effective performance appraisal system and related promotion, transfer, layoff, and termination processes.

All job descriptions have been reviewed to ensure that only essential functions have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined are the minimal standards to successfully perform the required functions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled persons. However, no accommodations will be made which may pose serious health or safety risks to the employee, other employees, persons served or which impose undue hardships on Wesley House Family Services.

Job descriptions are not intended as and do not create employment contracts. Wesley House Family Services maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law and at any time.

I have received and reviewed this Position Description on _____, _____, 20_____.
(Month) (Day) (Year)

Maintenance Manager (Signature)

IT Manager (Signature)

Maintenance Manager (Print)

IT Manager (Print)