



*Lt. Col.*

**MATT URBAN**

*Human Services Center of Western New York*

1081 Broadway, Buffalo, New York 14212  
www.urbanctr.org

(716) 893-7222

---

### **Matt Urban Center Job Description**

**Position:** Assistant Director of Maintenance

**Department:** Maintenance

**Reports to:** Director of Maintenance

**Position Summary:**

Responsible for supporting the Director of Maintenance in the management of all grounds keeping and maintenance duties at all Matt Urban Center-managed buildings. This includes the agency's supportive housing services, which provide housing and case management to a diverse population of tenants, including individuals who are formerly homeless, individuals who are victims of domestic violence, and individuals with mental and physical disabilities. Ideal candidate will be highly motivated and a team player, will have experience and high comfort level working with diverse populations and a desire to be part of an organization that supports individuals with a wide range of needs. Ideal candidate will also be open to advancement opportunities.

**Responsibilities:**

- Duties include electrical and plumbing work, carpentry, painting, locksmith work, knowledge of HVAC and air conditioning, etc., ensuring all buildings are properly maintained and are in code compliance, as well as general cleaning and repair work at all facilities
- Troubleshooting and preventative maintenance activities in coordination with site directors and staff at the various community centers and apartment buildings, pest control treatment and inspection
- Must have extensive experience and the ability to operate power tools, snow blowers, lawn mowers, etc.
- Work in collaboration with the housing department staff; assist in apartment inspections, work write-ups, work assignments and follow-up work and inspections
- Must be comfortable using a computer; training on the agency's electronic work order system will be provided

**Responsibilities:** (continuation)

- Requisition equipment and supplies and keep an inventory of equipment and supplies; record keeping of all invoices and purchase orders used for requisitioning supplies and equipment
- Work with outside contractors, utility companies, public works departments, pest control contractors, etc., provide work write-ups and obtain bids from outside contractors when needed
- Construction analysis and monitoring of construction projects at all sites as needed
- General record keeping and reporting as required
- Executes seasonal obligations including snow removal and grass cutting and yard/garden work; and all other maintenance department duties as assigned
- Daily supervision and work assignments to all full time and part time maintenance and janitorial staff at the agency's buildings
- Keeps records of all work orders and assignments requested and completed
- Handles emergency call problems, evaluating and determining appropriate response
- Carry out and follow any required COVID-19 precautions

**Education/Experience:**

- High School Diploma/GED or Vocational and/or Technical Training Certificate
- 3+ years maintenance basics and janitorial experience
- Computer skills necessary
- Must have and maintain a current valid driver's license and reliable transportation
- Must be able to pass background check

**Additional criteria:**

- Must be available for potential weekend apartment building responsibilities
- Must be available to work flexible hours as needed
- Must be willing to be "on call" after work hours

To apply, please submit resume and cover letter to Karen Baer, Chief Operations Officer, at [kbaer@urbanctr.org](mailto:kbaer@urbanctr.org) and Ryan Undercoffer, Chief Community Development Officer, at [rundercoffer@urbanctr.org](mailto:rundercoffer@urbanctr.org).

---

*The PCCB/Matt Urban Center is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*