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MATT URBAN
Human Services Center of Western New York

1081 Broadway, Buffalo NY 14212 | www.urbanctr.org | (716) 893-7222

Job Description

Position: Maintenance Worker
Department: Maintenance Department
Reports to: Maintenance Coordinator and Maintenance Crew Leader

Position Summary:

The Maintenance Worker will assist and work with the Maintenance Team in the performance of all grounds keeping, general maintenance and janitorial duties at all Matt Urban Center-managed facilities. 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. The Maintenance Worker will be professional at all times, and be highly motivated and a team player. They must 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. Must adhere to and follow any required Covid-19 precautions.

Responsibilities:

- Duties include minor electrical and plumbing work, minor carpentry and repair work, painting, general locksmith work, having some HVAC knowledge and/or experience is helpful. Cleaning and general maintenance duties.
- Ensuring all buildings and properties are properly maintained and are in code compliance and safe.
- Assisting with troubleshooting and preventative maintenance activities in coordination with site directors and staff at the various community centers and apartment buildings.
- Removal of trash at all buildings, being aware of trash and recycling pick-up schedules.
- Inspect assigned premises and perform janitorial duties as stated and required by work orders
- Seasonal obligations as required; such as snow blowing, shoveling and salting, and grass cutting, basic tree and shrub trimming and general landscaping and yard work as needed.
- Must have experience and the ability to operate power tools, snow blowers, lawn mowers, etc.
- Must be capable to perform daily physical work execution, including climb ladders, do some lifting of equipment and supplies, walking up and down stairs, bending, etc.
- Work in collaboration with the maintenance team and housing department staff; assist in apartment inspections, general work write-ups and work assignments, assist in getting apartments ready for lease-up and follow-up work assignments and inspections.
- Report to Supervisors any large repairs, damages and/or any situations affecting the safe and healthy operation of the facilities. Also report any complaints and/or concerns.
- Work with contractors when needed, and be available to provide access to utility companies, public works departments, pest control contractors, outside repair services, meter readers, etc.
- Executes seasonal obligations including snow removal and grass cutting and yard/garden work; and all other maintenance department duties as assigned

Education/Experience:

- High School Diploma/GED or Vocational and/or Technical Training Certificate
- 3+ years maintenance basics and janitorial experience
- Must have and maintain a current valid driver's license and reliable transportation

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, submit resume and cover letter to:

Jennifer Anderson, Maintenance Coordinator at janderson@urbanctr.org

Ryan Undercoffer, Chief Community Development Officer at rundercoffer@urbanctr.org

Karen Baer, Chief Operations Officer at kbaer@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.