



Job Description
Laurel House Handyperson

Position Summary

Part time person responsible for inspecting all facilities for repairs, making minor repairs, helping to coordinate contracting for all major repairs and maintenance, overseeing said repairs, transporting items from location to location as needed.

Reporting and Supervisory Relationships

Reports to: Director of Shelter and Housing

Benefits: As outlined in the Laurel House Personnel Manual for Part Time staff

Status: Part Time; Hourly; Non-Exempt

Hours: This position is part-time. The times of day and hours will vary, in accordance with the hours and staffing needs of the shop.

Responsibilities:

1. Overseeing all locations to determine maintenance needs;
2. Maintaining Physical Property log to record all inspections – internal and external;
3. Making minor repairs and improvements to any facility as needed;
4. Scheduling with contractors for estimates and repairs and following up to completion;
5. Transporting items from one Laurel House location to another as needed.

Required Skills and Experience:

1. The handyperson we are seeking must have a firm grasp on home repair and contracting issues so as to ascertain what the problem is and how we can proceed to fix it.
2. This person must inventory all properties Laurel House uses to determine if there are issues that need to be addressed.
3. This person must be able to address small issues themselves, such as replacing electrical outlets and switches, replacing toilet parts, light carpentry, etc.
4. This handyperson will be able to understand the scope of any major repairs, meet with prospective contractors to garner estimates and understand the quotes as issued.
5. Must be able to carry loads up to 50 pounds
6. Must have a vehicle, insurance and a valid driver's license.
7. Ability to prioritize and multi-task
8. Ability to be flexible on work hours (some nights/weekends may be required)
9. Ability to work independently and with minimal supervision, coupled with the ability to take direction and seek supervision when needed
10. Ability to work with diverse populations

As with all other Laurel House employees, this position is held to the standards outlined in the Laurel House Personnel Manual. The Conflict of Interest policy outlined in the agency Personnel Manual will apply. **Laurel House will not discriminate against a staff member because of race, disability, color, creed, religion, sex, age, sexual orientation, national origin, ancestry, citizenship, veteran status, marital status, political belief or non-job related factors in hiring, promoting, demoting, training, benefits, transfers, lay-offs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all staff based on qualifications and job requirements.**