



IN OUR OWN VOICES, INC.

Phone (518) 432-4188 | Fax (518) 432-4123 | www.ioov.org

245 Lark Street, Albany, New York 12210

Job Title: General Building Maintenance Worker

Status: Non-Exempt Part-Time, 30 hours per week

Reports to: Office Manager

Salary Range: \$32,240 - \$39,000

Job Summary:

Responsible for the upkeep and repair of buildings and their systems, including but not limited to maintenance, safety, repairs, and cleaning. Ensures a safe working environment by implementing and adhering to safety protocols.

Roles and Responsibilities

- Responsible for day to day operations of all maintenance duties.
- Assess buildings systems.
- Plan work assignments.
- Develop maintenance procedures and schedule.
- Maintain detailed records of work performed, including repairs, maintenance and inspections.
- Responsible for safety standards.
- Responsible for building repairs and company equipment.
- Responsible for janitorial duties.
- Responsible for all outside grounds, including snow removal.
- Must be available weekends, holidays and on-call.
- Responsible for company vehicle; maintenance and upkeep.
- Responsible for company supplies.
- Perform other duties as assigned.

Qualifications

Required:

- Must have technical skills and general knowledge of carpentry, plumbing, heating and electrical.
- Must do regular inspections of buildings, ensuring that all buildings' systems and building equipment operates at peak efficiency.
- Strong attention to detail and communication skills.
- Demonstrated problem-solving approach to concerns and challenges

The mission of In Our Own Voices, Inc., is to work for and ensure the physical, mental, spiritual, political, cultural, and economic survival and growth of Lesbian, Gay, Bisexual and Transgender people of color communities.

- Must have good communication skills both written and verbal to communicate with staff supervisors and others.
- Must have a valid, unrestricted driver's license and independent means of transportation.

Preferred:

- 5 years' experience working in this field.

Skills:

- Knowledge of the basic methods, practices, tools, materials, and work standards related to the maintenance of buildings and building systems and equipment.
- Knowledge of the occupational hazards and desirable safety precautions of the work.
- Ability to identify defects in electrical and mechanical building equipment and fixtures and to determine necessary repairs.
- Ability to keep records and prepare reports.
- Ability to establish and maintain effective working relationships with employees and department officials.

Education

- Must have a High School diploma or degree from a vocational school

Physical Demands:

- Ability to lift 50 lbs. unassisted
- Ability to walk, bend, lift and climb ladders.

Working Conditions:

- Inside and outside working conditions on all parts of the grounds and building; including conditions such as rain, snow, cold and hot weather permitting all safety weather conditions.
- May work with hazardous chemicals.