

**Catholic Charities**  
Diocese of St. Petersburg, Inc.

**Employment Opportunity Posting**

**Date:** 07/24/2023

**Position Title:** General Maintenance Worker I

**Supervisor:** Housing Manager

**Program:** HUD 202 – Trinity Housing

**Location:** St. Petersburg, FL

**Work Schedule:** Varies

**Job Classification:** Part- Time Nonexempt

**Pay Rate:** \$16.00

**Starting Date:** ASAP

**SUMMARY:** HUD 202 Worker I is responsible for performing under general supervision a wide variety of skilled and semi-skilled building maintenance and repair tasks; and performs related duties as required. General Maintenance Worker I is responsible for keeping the property in a safe condition adhering to safety standards and operating equipment in a safe and responsible manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Keep the complete interior appearance of the building clean and in good order
- Comply and track daily work orders and regular or preventative maintenance.
- Assists supervisor with repairs of structures; including but not limited to building and installations of cabinets, partitions, blackboards, and shelves; repairing of furniture and equipment; installations of floor coverings, acoustical ceilings, and window glass; repairs roofs, floors, doors, locks, and related items.
- Assists supervisor with minor electrical repairs such as replacing switches and wiring.
- Assists supervisor with repairs on refrigeration equipment; installs sprinkler systems and water lines; repairs faucets, sewers, plumbing, boiler room equipment, pumps, check valves, boiler lines, heating and ventilating systems, water solar systems, and photovoltaic equipment.
- Paints building interiors and exteriors, furniture, cement, and other materials and items; pours and finishes concrete.
- Regular cleaning of Common Areas, Laundry Room, Halls, Community Center, Office Building grounds and parking lot.
- Cleaning vacant apartments including painting, carpet cleaning, floor cleaning and overall cleaning.

- Cleaning of trash rooms and all trash removal. Follow-up on previous work orders and scheduled tasks, preventative or otherwise.
- Decoration of interior and exterior of building and landscaping with supervisor guidance.
- Setting up tables or special requests in common area rooms for groups utilizing facility.
- Keep up to date records of OSHA Regulations, Material Safety Data Sheets, HUD regulations, with regards to maintenance and property inspections, Fair Housing, Section 504 and ADA Regulations.
- Participate in all inspections of Apartments and Property.
- Initiate procedure for Material Safety Data Sheets, (MSDS).
- Submit weekly maintenance and work order reports to supervisor.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.
- Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Mow and trim lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
- Maintain Building, performing minor and routine painting, plumbing, as needed and directed by immediate supervisor or housing manager.
- Notifies management concerning need for major repairs or additions to lighting, heating

### **OTHER RESPONSIBILITIES:**

- Complies with all applicable training requirements.
- Complies with all company safety, personnel and operational policies and procedures.
- Complies with work schedule to ensure effective operations of Agency programs.
- Contributes positively as a member of a productive and cooperative team.
- Performs other duties as necessary to fulfill Catholic Charities Diocese of St Petersburg, Inc Mission.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Able to speak, write and understand English.
- Must be sensitive to and respect cultural diversity amongst clients, staff and volunteers and able to work with diverse racial, ethnic and economic groups.
- Flexible work schedule including evenings, nights, weekends and holidays.

- Ability to set appropriate limits, work under deadlines and multi-task.
- Excellent communication and listening skills.
- Possess strong work ethics.
- Successfully pass a FDLE Level II background screening.
- Valid Florida driver's license, ability to drive van or bus and have reliable transportation.
- Participates in Agency Performance Quality Improvement (/PQI) program and Accreditation/Reaccreditation process.
- Respect the Mission and Values of Catholic Charities, Diocese of St. Petersburg, Inc.
- Will make a Commitment to Serve all people with Respect, Compassion, and Cooperation in the spirit of a unifying God.

**ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to understand and execute oral and written instructions and to read and understand building and equipment diagrams and maintenance instructions.
- Must be able to lift 50 lbs or more (may be moving tables, chairs, and other furniture)
- Ability to bend, stoop, reach, and work safely from ladders.
- Ability to work independently or cooperatively as a member of a team to complete work on schedule and according to quality control standards.
- Ability to identify and recommend improved methods of performing the work;
- Ability to establish and maintain effective working relationships with supervisor, co-workers, building occupants, and the public.
- Ability to provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Ability to prepare estimates of time, materials, and labor.
- Ability to work from plans and specifications.
- Ability to work with limited supervision.
- Ability to follow oral and written instructions.
- Ability to operate power equipment
- Ability to lift and carry up to 100 pounds occasionally
- Ability to perform calculations and measurements as required for carpentry work
- Ability to form and maintain effective working relationships with others.
- Ability to shift priorities in an atmosphere where interruptions are frequent.
- Ability to set boundaries and limits effectively.
- Ability to maintain a flexible work schedule, which may include evening or weekend hours to accommodate tenants' needs
- Knowledgeable of the materials, tools, methods, and equipment used in a building trade, such as carpentry, plumbing, painting, masonry, cement work, and electrical work; repair methods and maintenance practices for structures, furnishings, and equipment; work safety practices. Knowledgeable of all standards, methods, materials, tools, equipment and safety processes used in the electrical, plumbing, HVAC, and carpentry trades and crafts.
- Energetic
- Flexible to do anything from cleaning to taking out trash
- The physical ability to perform all duties, and a safe work ethic.
- Must be able to fully comply with all policies related to confidentiality and handling confidential information.
- Ability to operate under immense pressure.

- Ability to deliver effective results, meet tight deadlines and targets.

**EDUCATION AND EXPERIENCE:**

- High School Diploma / GED
- Knowledgeable on basic plumbing, electrical, carpentry, and mechanical work.

**PHYSICAL DEMANDS:** These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of job. Working in an office/site requires prolonged sitting at the computer workstation; standing, bending, reaching, lifting up to 40lbs. and some driving. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, telephones, and other office equipment. It is also required to regularly sit, speak, and listen, the employee is also required to walk, use hands and fingers to type, operate equipment, and maintain records and notes. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

To be considered for employment please apply to [cmartinez@ccdosp.org](mailto:cmartinez@ccdosp.org)

*It is the policy of Catholic Charities to make every effort to fill position vacancies from within our organization. The Agency may also conduct simultaneous searches for job candidates outside of Catholic Charities while the vacant position is posted in order to find the most qualified candidate for the position. Catholic Charities is an Equal Opportunity Employer that values the strength diversity brings to the workplace. EEO/AA/ADA Employer.*

*Catholic Charities participates in the US E-Verify program.*