

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

**Employment Opportunity Posting**

**Date:** 07/01/2023

**Position Title:** General Maintenance Worker II (Bilingual)

**Supervisor:** Housing Manager

**Program:** HUD 202 – Transfiguration Manor

**Location:** St. Petersburg, FL

**Work Schedule:** Mon – Fri 8am to 5pm and on call

**Job Classification:** Full-Time Nonexempt

**Pay Rate:** \$19.00

**Starting Date:** ASAP

**Description:** Under general supervision, performs a wide variety of skilled and semi-skilled building maintenance and repair tasks; and performs related duties as required. The Maintenance Engineer 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:**

- Supervise any vendors/contracts i.e. yard, plumbers and etc.
- Keep the complete interior appearance of the building clean and in good order
- Comply and track daily work orders and regular or preventative maintenance.
- Repairs structures; builds and installs cabinets, partitions, blackboards, and shelves; repairs furniture and equipment; installs floor coverings, acoustical ceilings, and window glass; repairs roofs, floors, doors, locks, and related items.
- Performs electrical repairs such as replacing switches and wiring; repairs 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.
- Estimates materials, labor, and time needed for projects; operates light automotive equipment to travel to facilities throughout the County and to transport materials, furniture, and equipment.
- 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 Manager guidance.
- Interact with Manager in regard to policies, proposals, contracts, bids and maintenance budgets.
- Computer tracking of work orders, tool and part inventories, maintenance schedules of A/C, refrigerators, ranges and others.
- 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 Housing Manager.
- Do all necessary repairs including but not limited to appliances, plumbing, carpentry, electric, grounds, housekeeping and painting.
- Oversight of all yard work including mowing, trimming, planted beds and upkeep of sprinkler system.

#### **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.
- Participates in Agency Performance Quality Improvement (/PQI) program and Accreditation/Reaccreditation process.
- 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.
- Ability to organize, prioritize, self motivate, and deliver results.
- 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.
- Mission driven attitude supplemented with integrity and passion.
- Adherence to the highest ethical standards, personally and professionally.

- A high level of openness and willingness to receive feedback/suggestions from superiors and others, and to learn new skills to improve job performance.
- Evidence of deep alignment with Catholic Charities Diocese of St Petersburg, Inc Mission and Values.
- Will make a Commitment to serve all people with Respect, Compassion, and Cooperation in the spirit of a unifying God.

**Education & Experience:**

- Graduation from an accredited High School or possession of an acceptable equivalency diploma. Technical training preferred.
- One year of experience at a journey level in a building trade such as carpentry, painting, and masonry, electrical; or, a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.
- Experience and training in all areas of general maintenance.
- Bilingual fluency in English and Spanish.

**Apply to:** [cmartinez@ccdosp.org](mailto:cmartinez@ccdosp.org)

**To be considered for this position, applications must be received by 7/10/2020**

*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.*