

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

**Employment Opportunity Posting**

**Date:** 05/01/2024

**Position Title:** General Maintenance Worker I

**Supervisor:** Housing Manager

**Program:** HUD 202 – Patrician Arms II

**Location:** Tampa, FL

**Work Schedule:** Various

**Job Classification:** Part Time Nonexempt (20 hours per week)

**Pay Rate:** \$16.00

**Starting Date:** ASAP

**SUMMARY:** The General Maintenance Worker I position is responsible for keeping the property in a clean and safe condition and adhering to safety standards and operating equipment in a safe and responsible manner. To preserve or restore the equipment or facility in such condition that they may be effectively utilized for their designated purposes and satisfy Regulatory Agencies, Management, Residents and Owners.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Keep the complete interior appearance of the building clean and in good order. Including dusting, mopping, sweeping, vacuuming, etc.
- Regular cleaning of Common Areas, Laundry Room, Halls, Community Center, Office & all common areas. Cleaning of trash rooms & rest rooms. Cleaning vacant apartments including, carpet, appliances, windows, floor cleaning and overall cleaning.
- Follow-up on previous work orders and scheduled tasks.
- Help maintenance engineer with maintenance projects and/or repairs as instructed by supervisor
- Interact with Maintenance Supervisor in regard to policies.
- Help setting up tables or special requests in common area rooms for groups utilizing facility.
- Will make a Commitment to Serve all people with Respect, Compassion, and Cooperation.
- Nothing in this job description restricts management’s rights to assign or reassign duties and responsibilities to this job at this time.

**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.

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

- Ability to operate power equipment
- Ability to bend and stoop frequently
- Ability to lift and carry up to 50 pounds routinely.
- Ability to work under deadlines
- Ability to multi-task
- Demonstrate a commitment to serve all people with respect and compassion.
- Ability to work collaboratively with other personnel and/or service providers or professionals
- The capacity to maintain a helping role and to intervene appropriately to meet service goals
- The ability to set appropriate limits
- Ability to work as a team member
- Possesses strong work ethics
- Pass law enforcement background screening
- Respects diversity of all client's staff and volunteers
- Respects the Mission and Values of Catholic Charities, Diocese of St. Petersburg, Inc.

- Valid driver's license

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited High School or possession of an acceptable equivalency diploma.
- (A Comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

**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.*