

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

**Employment Opportunity Posting**

**Date:** 05/01/2024

**Position Title:** General Maintenance Worker II

**Supervisor:** Housing Manager

**Program:** HUD 202 – San Lorenzo Terrace I

**Location:** Tampa, FL

**Work Schedule:** Monday-Friday 8am-5pm, On Call

**Job Classification:** Full Time Nonexempt

**Pay Rate:** \$21.00

**Starting Date:** ASAP

**SUMMARY:**

Under general supervision, the General Maintenance Worker II is responsible for performing a wide variety of skilled and semi-skilled building maintenance and repair tasks; and performs related duties as required. The General Maintenance Worker II 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:**

- Responsible for supervising any vendors/contracts i.e. yard, plumbers and etc.
- Responsible for keeping the complete interior appearance of the building clean and in good order
- Responsible for complying and tracking daily work orders and regular or preventative maintenance.
- Responsible for repairing 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.
- Responsible for performing 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.
- Responsible for painting building interiors and exteriors, furniture, cement, and other materials and items; pours and finishes concrete.

- Responsible for estimating 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.
- Responsible for regular cleaning of Common Areas, Laundry Room, Halls, Community Center, Office building grounds and parking lot.
- Responsible for cleaning vacant apartments including painting, carpet cleaning, floor cleaning and overall cleaning.
- Responsible for cleaning of trash rooms and all trash removal. Follow-up on previous work orders and scheduled tasks, preventative or otherwise.
- Responsible for decorating the interior and exterior of building and landscaping with Manager guidance.
- Responsible for interacting with Manager in regards to policies, proposals, contracts, bids and maintenance budgets.
- Responsible for computer tracking of work orders, tool and part inventories, maintenance schedules of A/C, refrigerators, ranges and others.
- Responsible for setting up tables or special requests in common area rooms for groups utilizing facility.
- Responsible for keeping 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.
- Responsible for participating in all inspections of Apartments and Property.
- Responsible for initiating procedure for Material Safety Data Sheets, (MSDS).
- Responsible for submitting weekly maintenance and work order reports to Housing Manager.
- Responsible for doing all necessary repairs including but not limited to appliances, plumbing, carpentry, electric, grounds, housekeeping and painting.
- Responsible for oversighting 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.

#### **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.
- Ability to lift and carry 50 pounds safely.
- 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 limits and boundaries 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.

**EDUCATION AND 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.

**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 70lbs. 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.*