

Franklin County DIAL/SELF Job Description

Title: Building & Grounds Keeper

Department: Administration

Supervisor: Executive Director

Status: Full Time (37.5/ hours per week), non-exempt employee (plus on call shifts for additional per diem \$12/day)

Job Summary:

DIAL/SELF is committed to creating a culture of diversity, equity and inclusion, and the work of this position will benefit from applicants able and willing to embrace this commitment. The Building & Grounds Keeper (BGK) will support the needs of the properties owned, leased and managed by DIAL/SELF and its LLCs. The BGK will perform needed tasks in accordance with maintenance schedules and work with volunteers and contractors to assist when additional support is required.

As of the version date below, DIAL/SELF leases, owns or manages properties in Greenfield, Turners Falls, Orange, and Northampton, MA. Properties are a combination of program/office space and residential apartments. This position is an in-person position that requires regular travel and working in apartments occupied by youth and young adults.

COVID-19 considerations:

All staff are required to wear masks on site, and during in-person interactions. The agency is in the process of crafting a COVID-19 vaccine employee requirement policy. If you have questions about how this policy would impact you please ask. There is an expectation of on-site work at multiple agency locations.

Qualifications:

- Applicants with lived experience (such as navigating homelessness and housing instability) strongly preferred.
- Applicants with Spanish fluency strongly preferred
- Appropriate maintenance and landscaping experience preferred (will consider training a strong and committed applicant)
- Appropriate training and education
- Ability to manage multiple-tasks with priorities that can change from day to day.
- Ability to work effectively with minimal supervision
- Ability to manage stressful situations, prioritize, problem-solve effectively, and maintain professional boundaries.
- Effective communication and interpersonal skills for interacting with young adults, staff and vendors
- Basic competency with smartphones, tablets, email and web-based data entry systems.
- Ability to provide coverage as part of a 24 hour internal on-call hotline team on a rotating schedule with other staff
- Ability to walk up and down 3 flights of stairs, use heavy machinery and lift and carry over 50lbs
- Must have a valid driver's license, reliable transportation, and have safe driving record (no major faults in last 3 years)
- CORI, SORI, DCF and FBI background required by funders as part of hiring process

Duties and Responsibilities:

- Maintain buildings and grounds in accordance with agency property maintenance schedules [basic landscaping, apartment turnovers, spackling, painting, minor apartment and building repairs, fixture replacements, etc.]
- Update maintenance schedules as needed
- Clean, sanitize and fix property common spaces and apartments as needed [vacuum, mop, trash/recycle removal, deep clean, power wash, etc.]
- Maintain, acquire and organize agency cleaning and maintenance equipment as needed
- Coordinate with other agency staff and landlords as needed
- Interact and support contractors as needed
- Shovel, snow blow and/or supplement snow plow contractor as needed [plowing for all sites is contracted to outside vendors]
- Participate in appropriate trainings and staff meetings.
- Other duties as assigned

Compensation:

- 18.00/Hour (+0.50/hour Spanish Fluency, +0.50/hour relevant Lived Experience, +1.00/hour for both Spanish Fluency and Lived Experience with housing insecurity as YYA)
- Health New England, Delta Dental (70% employer paid)
- Life Insurance (100% employer paid)
- MA Extended Family & Medical Leave (100% employer paid)
- 12 Paid Sick & 20 Days of Paid Time Off per fiscal year at starting
- 30 minutes paid self-care time per day

Revised 10-20-2021