

## Source MN Inc

**MISSION:** *Through urban outreach and anti-trafficking efforts, SOURCE empowers the at-risk and unreached to make a break from the past and build foundations for the future.*

**Job Title:** Maintenance

**Reports to:** Operations Director (Supervisor)

**Compensation:** \$18.00                      **Hours per Week:** 12 to 22, see work plan

**FSLA Status:** *Non-exempt (Hourly)*

**Classification:** *Part-time*

### **Job Summary:**

Maintenance worker(s) inspects, fixes and maintains mechanical equipment, buildings, and machines. Tasks include plumbing work, painting, flooring repair and upkeep, electrical repairs and heating and air conditioning system maintenance. Skills include the ability to read blue prints and repair manuals.

### **Working Relationships:**

**Works closely with:** Operations Director and Urban Outreach Coordinator

**Responsible for:** Volunteers assigned to assist in maintenance and renovations tasks

### **Job Duties and Responsibilities:**

1. Adhere to and actively promote the mission and values of the organization.
2. Adhere to safety procedures & policies at all times.
3. Conducting routine inspections of facilities and equipment.
4. Performing preventative maintenance.
5. Performing light renovation work not requiring outside contractor or vendor.
6. Handling basic repairs and maintenance.
7. Overseeing contractors when professional repairs are necessary.
8. Overseeing and training when necessary volunteers to perform maintenance and renovation tasks in the facilities.
9. Diagnosing mechanical issues and correcting them.
10. Repairing machines, equipment, or structures as necessary.
11. *Ordering and receiving supplies and building materials required for repairs and renovations.*

### **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

## Source MN Inc

- a. Team Work – Exhibits objectivity and openness to others’ views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
- b. Adaptability – Adapts to frequent changes, delays or unexpected events; manages competing demands.
- c. Motivation – Highly self-motivated with an eye for detail.
- d. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds Source MN's values and mission statement.
- e. Attendance/Punctuality – Is consistently at work and on time.
- f. Dependability – Follows instructions and takes responsibility for own actions.
- g. Planning – Priorities and plans work activities; uses time efficiently.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Possesses current and valid State of Minnesota Driver’s License.
2. Proven maintenance experience.
3. High school diploma or general education degree (GED).
4. Related degree from a technical college.
5. Skilled in the use of hand and power tools.
6. Ability to take apart machines, equipment, or devices to remove and replace defective parts.
7. Ability to check blueprints, repair manuals, or parts catalogs as necessary.
8. Ability to use common tools such as hammers, hoists, saws, drills, and wrenches.
9. Experience performing routine maintenance.
10. Strong organizational and follow up skills.
11. Eye for detail.
12. Professional presentation and attitude.
13. Ability to maintain focus while working individually.
14. Strong time management skills.
15. Possesses good interpersonal skills necessary for interaction and cooperation between volunteers, suppliers and Source staff.
16. Motivated and can operate in an unsupervised environment.
17. Exhibits reliability and punctuality.
18. Ability in reading, confidentially, problem solving, verbal and written communications, customer service skills, dealing with interruptions, stress.

### **Education and/or Experience:**

## Source MN Inc

- a. Demonstrates solid time management skills and organizational abilities. Highly organized, self-motivated and has a demonstrated ability to successfully work multiple tasks at one time.
- b. Professional experience using Microsoft Office based programs (Windows, Word and Excel).
- c. Professional and effective verbal and written communication skills.
- d. Experience leading volunteers of varying skills and ability levels.
- e. Knowledge of issues related to hunger prevention, poverty elimination or experience working with social service programs, low income families, seniors, the homeless, etc.
- f. Demonstrates skills in conflict identification and resolution.

The above statements are intended to describe the general nature of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

### **Reasoning Ability:**

Ability to solve practical problems independently. Ability to interpret instructions furnished in written or oral form.

- A. Capacity to envision the future and its possibilities; open to new ideas with a willingness to give them fair trial.
- B. Must be flexible and adaptable; adjusts to new situations; and seeks new ideas and opportunities for change .
- C. Demonstrates wise choices and decisions using sound judgment.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, it is necessary for the employee to be able to do the following:

1. Stand, reach with arms and walk.
2. Lift up to 40 lbs.
3. Sit, talk and hear.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

## Source MN Inc

### Source General Maintenance Tasks:

- a. building access/details
  - ✓ understand where all water shut offs, electrical breaker panels, heat, gas meters, water heater location
- b. bld roles: building roles
  - ✓ whose responsible for supplies, cleaning, bathrooms trash
- c. tenant management (new tenant procedures)
  - ✓ new tenant assistance
  - ✓ cleanup and maintenance of facility when tenant moves out
- d. maintenance chklist
  - ✓ weekly, monthly and quarterly responsibilities of maintenance
- e. furnace filters
  - ✓ schedule when furnace filters to be changed
- f. boilers
  - ✓ boiler maintenance instructions and schedule to be checked (monthly in winter)
- g. FOB list
  - ✓ list of who has fobs
- h. appliances:
  - ✓ procedures to replace appliances
- i. contractor
  - ✓ list of contractors, and building project volunteers and churches
- j. workday sched
  - ✓ details for workdays and incoming volunteer groups
- k. snow removal
  - ✓ details of snow removal
- l. Volunteer / service day procedures
- m. Keys – manage key issuance and list of keys assigned
- n. *Update Project Board and keep data current*

### Weekly Work Plan

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday (Twice Monthly)