

**Title:** Part-Time Property Maintenance Technician **Department:** Administration (700) **Classification:** Non-Exempt

**Status:** Part-Time

**Reports to:** Chief Operating Officer **Hours Per Week:** 10 **Compensation Range:** $28-$32/hr. **On Call Coverage:** $300/wk.

**WHO WE ARE:** Founded in 1981, Wellspring House Inc. is a leading non-profit organization with programs extending throughout the 20 cities and towns of Massachusetts’ North Shore. Our mission is to inspire families and adults to achieve employment and financial stability through stable housing, education, job training, and career readiness.

**POSITION:** Property Maintenance Technician

**ROLES & RESPONSIBILITIES:** The Part-Time Property Maintenance Technician position involves two roles: 1) Proactive Property Management, 2) On-call coverage

# ROLE:

1. Proactive/Hands-on Property Maintenance - The property maintenance technician is responsible for active, ongoing property oversight with attention to proactive maintenance and improvements at all of Wellspring’s locations. The role also involves maintaining welcoming, attractive physical spaces that are in good working order. Ensure that all properties provide a safe, healthy environment and are properly licensed. Develop and implement a property improvement plan.

*Hourly Compensation:* $28-32/hr. (estimated 10 hours/week)

1. On-call coverage – The property maintenance technician position includes 24-hour, on-call coverage via cell phone and in-person response as needed for coverage of property emergencies. Compensation: $300/wk. for overnight and weekend on-call

**Note**: The employee will need to be available to address any issue in person. If the employee needs to travel out of state, he/she will need to notify their supervisor and the Shelter Director.

# RESPONSIBILITIES:

* + Have an ongoing familiarity with all three of Wellspring’s properties.
	+ Ensure that the maintenance and improvement plans for all properties are well managed.
	+ Tackle maintenance issues as they arise.
	+ Ensure that any maintenance, utility and other service contracts are appropriate and up- to-date.
	+ Interface with the Family Shelter Team (especially Director of Shelter Services), Resident Service Coordinator (at the SRO), Director of Education and Career Pathways, Community Liaison, Director of External Relations & Development, and the COO.
	+ Provide 24-hour, on-call coverage for property related emergencies, collaborating primarily with Family Shelter Staff for triage and intervention.
	+ Assure pertinent coverage resources so that colleagues can take over 24-hour coverage during vacation or other absences.

# DOCUMENTATION:

* + Keep detailed maintenance records on corresponding SharePoint files. Copy COO and Shelter Director Services on all correspondence.
	+ Provide annual updates of insurance policies and other similar purposes.
	+ Maintain and implement an annual calendar of inspections, permits, and licenses for all three properties.
	+ Maintain warranty and owners’ manual information for equipment, history of major repairs, etc.
	+ Create and maintain a long-range property management plan.
	+ Maintain/update: Property maintenance requests spreadsheet, property folders, and maintenance incident log (all located on SharePoint).
	+ Other duties as assigned, based on shifting needs of the organization

# QUALIFICATIONS:

* + Handyman work experience
	+ Familiarity with local contractors and vendors on Cape Ann / North Shore
	+ Strong project management skills
	+ Strong vendor management skills
	+ Results oriented
	+ Sound, fact-based decision-making skills
	+ Ability to manage in a fast-paced environment with multiple priorities
	+ Strong interpersonal/collaboration skills. Ability to establish credibility/rapport with stakeholders

# LOCATION & SCHEDULE:

This is a part-time role based in Gloucester, MA. Estimated work hours are approximately 10 hours/week. Flexibility for 24/hour on-call emergency coverage is required.

**HOW TO APPLY:**

The Maintenance Technician position is non-benefitted. Please email your cover letter and resume to: **jobs@wellspringhouse.org**. No phone calls please. AA/EOE.