



Job description

ORGANIZATION: Franklin Wright Settlements, Inc.

WEBSITE: www.franklinwright.org

LOCATION: 3360 Charlevoix, Detroit, MI 48207 (east campus)

TITLE: Chore Services Maintenance Technician

DEPARTMENT/PROGRAM: Senior Outreach Services

REPORTS TO: Senior Director of Senior Outreach Services

TYPE: Part-time Contractual Position

About us:

Franklin-Wright Settlements, Inc. has been a strong force in helping the community help itself for 140 years, and is a cornerstone of strength in supporting individuals, families, and groups on the east side of Detroit and throughout the tri-county area.

Mission

HELP THE CHILD | PRESERVE THE FAMILY | STRENGTHEN THE COMMUNITY

Franklin Wright Settlements, Inc. is a leading Detroit neighborhood human services organization existing to assist individuals, families, groups and the community with basic life, family and social needs. Embracing the settlement house philosophy, a multi-service holistic approach in cooperation with the community, Franklin Wright Settlements focuses on the prevention, treatment and amelioration of social problems through advocacy, programs, projects, activities, services and facilities. The enduring strength of Franklin Wright Settlements lies in the flexible, responsible programs that recognize ongoing basic needs, despite changing societal priorities and funding.

Summary

Franklin Wright Settlements, Inc. (FWS) is seeking a talented and reliable Chore Services Maintenance Technician to join our maintenance department!

The Chore Services Maintenance Technician, under the supervision of the Senior Director of Senior Outreach Services, is responsible for performing light maintenance tasks in the homes of homebound senior adults to ensure their well-being and safety.

Overall duties will include conducting quality assessments, completing light maintenance repairs for senior adults, maintaining inventory, and developing preventative maintenance procedures.

Our ideal candidate will be a jack-of-all-trades, with in-depth knowledge of maintenance procedures and basic tools and appliances. The candidate will be responsible for maintaining working knowledge of general maintenance practices/procedures to ensure quality and safety of services performed.

To excel in this position, you must be an outstanding problem-solver with exceptional communication and organizational skills.

Tasks and Responsibilities

Perform non-continuous household maintenance tasks intended to increase the safety of senior adults living at their residence. Maintenance tasks include the following:

- Replacing fuses, light bulbs, electrical plugs, and frayed cords.
- Replacing door locks and window catches.
- Replacing/repairing pipes.
- Replacing faucet washers or faucets.
- Installing safety equipment.
- Installing screens and storm windows.
- Installing weather stripping around doors.
- Caulking windows.
- Repairing furniture.
- Installing window shades and curtain rods.
- Cleaning appliances.
- Cleaning and securing carpets and rugs.
- Washing walls and windows, scrubbing floors.
- Cleaning attics and basements to remove fire and health hazards.
- Pest control.
- Grass cutting and leaf raking.
- Clearing walkways of ice, snow and leaves.
- Trimming overhanging tree branches.

Qualifications

• Must possess High School Diploma or equivalent and at least two (2) years of experience in performing general building maintenance.

· Must have a valid/current Michigan Driver's License, excellent driving record, and proof of State of Michigan vehicle insurance.

· Advanced understanding of general maintenance procedures and techniques.

· Effective problem-solving abilities.

· Excellent written and verbal communication skills.

· Must be well-organized and the ability to prioritize tasks.

· Must have reliable transportation.

· Must be able to clear a National Criminal History check and Michigan State Police clearance check, sex offender check and other required clearances, as necessary.

Equal Opportunity Employer