

JOB DESCRIPTION

MAINTENANCE WORKER/VAN DRIVER

PROJECT STREET PROGRAM

The Maintenance Worker/Driver will assist program's clients to have well-kept apartments and will make repairs inside the clients' apartments. The Maintenance Worker/Driver will perform programmatic driving responsibilities.

Responsibilities:

- Make all necessary repairs in clients' apartments. Such projects may include plastering, painting, insulating windows, installing blinds, faucet repair, etc.
- Perform driving responsibilities for program, which includes driving clients, staff, and program supplies.
- Assist clients with housekeeping on a temporary basis until more permanent support is secured.
- Maintain program van.
- Assist program clients with packing and moving.
- Clean, maintain and make minor repairs in program office spaces.
- Other duties assigned by the Program Coordinator and Director of Housing.

Organizational Relationship:

- Reports to Program Coordinator.

Minimum Qualifications:

- High school diploma or Equivalency.
- Three to four years demonstrated work experience with housing maintenance, household repair and cleaning, either in a residential facility or housing complex.
- Valid and clean New York State Driver's License.
- Sensitivity to cultural, ethnic, and gender orientation differences.

Location

Long Island City – 11TH Street Site

Salary

\$23,000 Annually

If interested, please email/fax resume to Dawn Douglas, Program Coordinator, at DDouglas@acqc.org or 718-752-1596