



## Job Description

**Job Title:** Maintenance Specialist

**Department:** Administration

**Union Affiliation:** OPEIU  
(Associated dues will apply)

**Supervisor:** Facilities Manager

**Status:** Non-Exempt

**FTE:** 1.0

**Salary Grade:** 25

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Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

## Job Summary

The Broadview Emergency Shelter and Transitional Housing Program, a program of Solid Ground agency, is a 24-hour facility serving homeless women, children and youth. The Maintenance Specialist is responsible for the day-to-day repair and preventative maintenance of a 31-unit apartment building, including laundry, common areas, office space and grounds. The Maintenance Specialist works with the Facilities Manager and the Broadview Program Director to coordinate daily and planned maintenance activities, and with the Facilities Manager for tasks at other Solid Ground sites.

## Essential Duties, Responsibilities & Tasks

**Building Maintenance:** Provide on-going maintenance and repair of the Broadview Emergency Shelter and Transitional Housing property and other properties, including performing minor electrical, carpentry, dry plumbing, painting and flooring work. Perform preventative maintenance work on a regular basis and complete repairs requested through work orders or identified by inspection. Maintain a work-log to document all maintenance work performed. Assist with cleaning. Paint, patch and repair wall damage as needed.

**Residential Inspections:** Regularly inspect residential apartment units to assess damage, safety needs and rodent/pest control. Note needed repairs on work orders and keep Facilities Manager informed of progress. Conduct a walk around inspection monthly and record results, track the resolution of results with the Facilities Manager. Work with subcontractors to perform repairs as needed, and inspect their completed work.

**Common Spaces:** Maintain parking lot, fencing, grounds and perform seasonal maintenance, mowing, and hedge trimming. Assist housekeeping staff with carpet cleaning, moving furniture and equipment as needed, and maintaining cleanliness in the common areas of the building interior.

**Safety:** Maintain and repair furniture, fixtures, and equipment. Maintain unit heaters. Maintain Building HVAC system and change filters as needed. Monitor fire/safety/security equipment, and work with program staff to assure a safe and supportive environment for residents, staff and volunteers.

**Other:** Perform similar maintenance tasks at other sites as directed by the Facilities Manager.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

## Education & Experience

*Requires:*

1. Three years of experience in performing maintenance and repair in the following areas: electrical, carpentry, plumbing, heating, floor and wall repair, painting, repair of furniture, fixtures, small appliances and other building equipment, and grounds maintenance **OR** any combination of education, skills experience and measurable performance which demonstrates the capability to perform the duties of this position
2. Experience in maintaining residential property
3. Experience in repair and maintenance of older buildings

## Minimum Qualifications:

- Excellent organizational abilities, initiative and attention to detail
- Effective communication skills, both oral and written
- Ability to work individually in a self-directed manner and as part of a team and to make sound judgments without on-site supervision as necessary
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages
- Commitment to working in an environment sensitive to the needs of the women, children and youth residing in the emergency shelter and transitional housing program, and in maintaining the confidentiality of clients
- Familiarity with and/or experience working in a social service agency
- Access to reliable transportation, and a willingness to transport tools and small equipment as needed. Valid driver's license, vehicle insurance that meets Washington State's minimum guidelines and the ability and willingness to travel throughout Seattle;
- Ability and willingness to work some evenings and weekends to respond to building emergencies as needed

**Physical Demands/Working Conditions:** This position works in an office and apartment building 95% of the time and 5% of the time in the field. Employees spend 90% of in-door time painting and cleaning apartments, and 5% misc. office paperwork. Work outside the office is 5% of the time spent driving and grounds maintenance. Position requires employee to lift/carry up to 50 pounds occasionally, and push/pull 25-30 pounds occasionally. Position has the ability to sit/stand as needed occasionally. Stairs required occasionally.

**Hours and Compensation:** This is a full-time, non-exempt, position starting at **\$24.81-29.74 per hour plus a \$2,000 hiring bonus and benefits.** The hiring bonus will be paid 50% at three months and 50% at six months of continuous employment. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts. Solid Ground employees may be eligible for a standard annual increase. The amount may be determined by an employee's union membership.

***Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.***