



## Job Description

**Job Title:** Broadview Maintenance Assistant/Cleaner

**Department:** Administration

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

**Supervisor:** Facilities Manager

**Status:** Non-Exempt

**FTE:** 1.00

**Salary Grade:** 203

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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, is a 24-hour facility that serves homeless survivors of Domestic Violence including women, children and youth. The Broadview Maintenance Assistant/Cleaner is responsible for the day-to-day cleaning, troubleshooting and basic maintenance for a 31-unit apartment building, plus service, laundry, office, outdoor and common areas.

### **Essential Responsibilities, Duties and Tasks:**

- 40% Clean furnished residential apartment units as they become vacant, and regularly clean the interior and exterior service and common areas, including inside window washing, vacuuming, dusting, disinfecting, floor washing, and cleaning heaters, stoves, refrigerators, cabinets, furniture and carpets.
- 20% Maintain standards for room cleanliness and stock rooms with sheets, blankets, dishes, and other kitchen utensils and household items as needed when rooms are vacated. Inspect residential apartment units to assess damage, cleanliness, safety, and rodent and pest infestation, and complete work order requests for repairs. Maintain inventories of resident, operating and office supplies, and assist with purchasing supplies. Organize and maintain the supply and storage rooms. Help stock the counseling office with supplies for residents.
- 10% Assist in painting and patching vacant apartment units and common areas as needed. Maintain parking lot and outside grounds, including landscape trimming - trash removal.
- 10% Basic troubleshooting of appliances and fixtures in apartment units and common areas, relay information and/or create work orders for repair of electrical or plumbing work. Troubleshoot the performance of the safety systems, including fire, access alarms and cameras, by periodic inspection, and report to the Facility Manager any issues.
- 10% Complete basic maintenance tasks such as lock changes, HEPA and AC filter cleaning/replacement, refrigerator cooling fan replacement, stove element replacement, basic sink, or toilet plunging/snake. Coordinate the arrival and escort of contractors to the site.
- 10% Work with program staff to assure a safe and supportive environment for residents, staff, and volunteers. Assemble emergency food boxes as needed. Participate in Broadview Safety Committee as the maintenance representative, bringing issues to Facilities Manager or Maintenance Specialist, report back resolution to the Safety Committee, Broadview Manager, or staff.

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 and Experience:**

*Requires the following:*

- Three years of a combination of housekeeping and basic maintenance, preferably in an institutional setting.
- High school diploma or GED.

**Minimum Qualifications:**

- Effective communication skills, both oral and written.
- Demonstrated knowledge of general cleaning and light maintenance.
- Ability to follow oral and written instructions.
- Ability and willingness to work under pressure and to meet deadlines.
- 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.
- Familiarity with and/or experience working in a social service agency.

**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 80% of in-door time painting and cleaning apartments, 10% outside with grounds/parking lot maintenance 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 60 pounds occasionally, and push/pull 25-30 pounds occasionally. Position has the ability to sit/stand as needed occasionally. Stairs required occasionally.

**Hours & Compensation:** This is a full time 40 hours/week union position, pay starts at \$22.25 per hour plus benefits. Salary Range (\$22.25 – \$29.35) 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.

**To Apply:** Applicants must complete the Solid Ground application form specific to this position. To find an application online, go to <https://www.solid-ground.org/get-involved/careers/> then click on the Job Title for this position and complete the application. You may also leave a message on our job line at 206.694.6840 requesting a specific job application, or you may apply in person at 1501 North 45th Street in Seattle's Wallingford neighborhood.

***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.***

