

## Job Description

Title:	Maintenance Associate	Full-Time/ Part-Time:	Full-Time
Department	Facilities	Hourly/ Salary:	Hourly
Work Schedule:	35 hours per week	Regular/Seasonal/Temporary:	Regular
Exemption:	N/A	FLSA Classification:	N/A

### Organization Overview:

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.

### Position Summary

The Maintenance Associate will carry out and provide building maintenance services as needed and/or assigned; assisting in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; and ensuring that tools and materials are maintained in good working order and are available when needed.

### Qualifications:

- High school diploma or general equivalency is required.
- Prior experience working within a janitorial or building maintenance capacity.
- A valid New York State driver's license required.

### Primary Duties:

- Cleans agency buildings and grounds as needed and/or assigned for the purpose of providing an effective working environment, preventing damage and/or limiting liability exposure.
- Performs a wide variety of general and semiskilled maintenance activities (e.g. carpentry, painting, electrical, etc.) for the purpose of completing projects within established time frames.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of required materials.
- Arranges furniture and equipment for the purpose of providing adequate preparations for special events.
- Repairs furniture and building system components for the purpose of ensuring a safe working condition; where applicable report repair conditions to the New York City Housing Authority for repair.
- Coordinate with assigned supervisor for the purpose of completing projects efficiently.
- Maintains assigned tools and equipment for the purpose of ensuring availability in safe operating condition.
- Informs supervisor/manager of any observed areas or equipment in need of repair
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

*Stanley Isaacs Center is an Equal Opportunity Employer / Program*