



BOYS & GIRLS CLUB
OF ELMA, MARILLA & WALES

General Maintenance Handyman

REPORTS TO: Executive Director

- **CLASSIFICATION:** Hourly Non-Exempt, Part-Time/10-20 hour per month
- \$20.00-\$25.00/hour based on experience

GENERAL FUNCTIONS:

- Perform repairs and maintenance tasks as requested, including plumbing, electrical, and carpentry work based on individual skill set; having the ability to recognize when a repair is outside of their skill set and make necessary recommendations to the ED.
- Ensure a safe and clean environment for children by addressing safety hazards promptly.
- Coordinate with ED and other staff members to schedule maintenance activities without disrupting club operations.
- Respond promptly to urgent maintenance/safety issues and emergencies.
- Collaborate with vendors and contractors when necessary.
- Support club events and activities by assisting with setting up and dismantling equipment as needed.
- Seasonal grounds maintenance; snow removal, landscaping, etc. as needed.
- Painting of interior and exterior walls, as needed.

TECHNICAL:

- Ability to safely use common power and hand tools.

MANAGERIAL:

- Maintain records of maintenance activities and inventory of maintenance supplies.
- Conduct routine inspections (using a check list) of the Elma Club facility to identify maintenance and safety needs and advise ED and/or staff of needs.
- Recommend and advise preventative maintenance measures to prolong the lifespan of equipment and facilities.
- Skills in following safety practices and recognizing hazards.
- Skills in reading and following assembly instructions.

HUMAN RELATIONS:

- Uphold a positive and cooperative attitude while working with club staff and members.
- Commitment to maintaining a safe and welcoming environment for children at the Club.
- Self-starter with good time management and problem-solving skills.
- Strong Communication skills, ability to be flexible.

***DISCLAIMER:** The Boys & Girls Clubs of Elma, Marilla and Wales requires a 4-point background check for all employees before hire and during employment that includes social security verification, local comprehensive criminal history search, national comprehensive criminal history search, and sex offender registry search. Per the organization's Screening & Onboarding Policy, a person is ineligible to obtain*

employment with the Boys & Girls Clubs of Elma, Marilla and Wales if such person has been convicted of any misdemeanor against children or any felony consisting of murder, child abuse, domestic violence, abduction or human trafficking, rape or sexual assault, arson, weapons, physical assault or battery, or drug possession (use or distribution) in the last five years.