



Transforming lives, building futures, strengthening communities,
and developing our greatest natural resource...YOUTH!

Facility Maintenance/Handyman

Reports To:	Office Manager
Classification:	Non-exempt; Individuals hired shall serve an introductory period of 6 months.
Hourly part-time:	

Overview/Culture

At ACYR, our mission drives us, and you'll see this in our desire to help others reach self-sufficiency. We align our thinking on three values: youth-centered, accountable and quality-driven programming. Our programs are all developed using positive youth development principles, and encourages effective staff-youth partnerships

Minimum Qualifications

Appropriate certifications/bonds and one year of experience in coordinating facility resources. Strong communications skills are critical, both verbally and in writing. Must be able to work independently and part of a team. Ability to commit to teamwork and establishing effective working relationships. Willingness to consistently display a positive attitude and image of the agency, as well as provide high quality, effective customer service in all facets of communication.

Background Check

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and how recent. The background check will consist of a reference checks, employment, education, and criminal background search.

ACYR is an at-will employer and any offer of employment with ACYR is contingent upon a successful completion of said background check.

Certification/Licenses/Other Requirements

Valid Arizona Level II Fingerprint Clearance Card. Valid Arizona Driver's License. Requires use of insured personal vehicle for agency business.

Position Overview:

Responsible for performing routine building maintenance tasks. Performance of building maintenance tasks in one or more fields (e.g. carpentry; electrical; heating, ventilation, and air conditioning (HVAC); plumbing, etc.). Perform other tasks as assigned.

Essential Functions:

1. Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations using a pre-established check sheet.
2. Prepare schedules for major and long term physical improvements including preventive maintenance.
3. Maintain ongoing contact with Facilities Manager regarding the operation and maintenance of the organization's facilities.
4. Arrange with Facilities Manager for scheduled and emergency maintenance and repairs; monitor work performed and interface directly with Facilities Manager to resolve problems and concerns in a timely manner.

5. Ensure the efficient operation of all office equipment by performing minor service duties and arrange for routine and necessary maintenance as needed.
6. Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
7. Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).
8. Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
9. Reconfigures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
10. Prepares the surfaces and paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).