

Job Description Handyman

Responsibilities

- Facilitate office/residential moves (e.g., moving client furnishings, belongings from one location to another).
- Train home staff and clients (when possible) to handle minor repairs/issues on their own (e.g., change batteries in smoke detectors, plunge toilets, replace air filters).
- Light patchwork, painting and dry wall repairs.
- Identify and ensure implementation of all repairs within the Main Office and Group homes to include:
 - Maintaining vendor/contractor relationships.
 - Understanding and identifying the need for vendor/contractor services.
- General plumbing: repair/replace faucets, fix leaks, and toilets.
- Electrical repairs and maintenance.
- Respond to residents and management request for maintenance services.
- Monitor equipment and supply inventory.
- Keep logs and report on procedures and daily activities.
- Ensure health and safety inspections to prevent risks.
- Follow Kadima mission statement, core values and Employee Handbook.
- Perform any additional duties as assigned.

Qualifications

- Minimum high school diploma.
- Proven experience with property management.
- Knowledgeable “handyman/woman.”
- Experience in project management systems.
- Working knowledge of facilities machines and equipment.
- Must be comfortable working with people with psychological disabilities
 - Prior experience working with people with mental health challenges is a plus

Reports to

- Executive Director
- Full-time, non-exempt position