



Job Posting

Job Title: Maintenance Support
Reports To: Chief Finance Officer
Department: Administration
Job Status: Permanent, Part-time, and Contractual
Date Prepared: September 2016
Date Reviewed:

STATEMENT OF THE JOB:

Responsible for maintaining the Gryphon Place office building facilities. The position takes direction from the Chief Finance Officer regarding tasks that need to be completed.

ESSENTIAL FUNCTIONS:

- Work from job list created by CFO
- Complete an agency walkthrough to review if any further maintenance is required
- Building and ground maintenance may include but is not limited to:
 - Wall repair: patching, sanding & painting
 - Minor plumbing maintenance & repairs
 - Light bulb replacement
 - Small kitchen/bathroom repairs (anything beyond, submit repair request to CFO)
 - Hang wall art/frames by request
 - Shrub trimming during Summer months
 - Moving office furniture upon request
 - Maintaining storage facility in basement

QUALIFICATIONS AND EXPERIENCE:

Building and grounds maintenance experience required

KNOWLEDGE / SKILLS / ABILITIES:

- Possesses their own set of tools
- Flexible schedule
- Ability to complete basic facility repairs
- Ability to lift and move 50+ lbs

Schedule:

Approximately 5 hours weekly. This may change dependent upon agency needs, working up to 20 hours per month.

Rate of Pay:

\$12.00 per hour

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, color, familial status, gender, gender identification, marital status, national origin, non-job related disability, race, religion, sexual orientation, veterans' status.

Submit cover letter and resume by Friday, November 4th, 2016 at 4pm

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