



Family Units Maintenance Tech – Applications due February 11, 2022 at noon

OUR MISSION

Porchlight strives to address homelessness in Dane County by providing shelter, housing, supportive services, and a sense of community in ways that empower residents and program participants to positively shape their lives.

This mission to serve those struggling with homelessness can only be accomplished through the generous support of community members and the endless dedication of our staff and volunteers.

HOW TO APPLY: Interested candidates must have a formal Employment Application on file, which can be found at <http://porchlightinc.org/careers/>.

Email: hr@porchlightinc.org
Post Mail: Human Resources, Porchlight, 306 N. Brooks St., Madison, WI 53715

Title: Family Units Maintenance Tech
Department: Maintenance
Primary Location: Scattered Sites in Madison
Reports to: Director of Facilities
FLSA Status: Nonexempt
Employment Status: Full-time, regular
Hours: 40 hours per week
Regular Schedule: Monday – Friday, 8 hours each day, scheduled during 8 am – 6 pm
Pay Range: \$16-18/hour
Benefits Available: Full package, all benefits listed on our website
Screening Requirements: CCAP background check

PORCHLIGHT, INC.

306 N BROOKS ST
MADISON, WI 53715
P: 608.257.2534
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WWW.PORCHLIGHTINC.ORG

SUMMARY OF PRIMARY FUNCTION: The Family Units Maintenance Tech will function as a member of the larger Porchlight maintenance team with a primary responsibility for the maintenance, upkeep and cleaning of scattered sites including buildings and grounds.

ESSENTIAL RESPONSIBILITIES/DUTIES

The job responsibilities cover grounds and facility maintenance, and janitorial work at the following locations:

- 1409 McKenna Blvd
- 5814 & 5818 Russet Road
- 1846-1848 Fisher Street
- 609 N Midvale Blvd
- 5016 Camden Rd
- 2107 Winnebago St
- 3342-3348 E Washington Ave
- 33-39 Sinykin Circle
- 1221 Sunfield St
- 1239 East Mifflin Street
- 110 Rosemary
- 3710 East Karstens

A detailed list of duties by property will be provided to the applicant upon hire. Duties will include:

- Unit Turnovers: This includes the wide variety of tasks associated with making a unit ready for a new tenant after the previous vacates, which may include deep cleaning, painting, patching and all other necessary repairs.
- Plumbing: This includes the repair and/or installation of faucets, sinks and toilets. Also to include the clearing of stopped toilets or drain lines.
- Carpentry: Rough and trim carpentry, door repair & replacement, installation of siding, repair & replacement of windows, cabinetry, and custom work.
- Flooring: Repair and maintenance of installed flooring.
- Electrical: Replace apartment light fixtures as needed, replace blown bulbs, test fire alarms, emergency lights (monthly), emergency exit lights (monthly), and perform other minor electrical repairs.
- Appliances: Basic troubleshooting, minor repair and maintenance of ranges and refrigerators.
- Pick up all trash in and around building and dispose of, sweep and mop all common areas and take trash to dumpster as needed
- Grounds: May include snow removal by hand and snow blower, salting sidewalks, some landscaping, trash cleanup, maintaining area in and around garbage corral, mowing, weed removal and tree pruning.
- Physical ability to lift 50 pounds or more and to perform other physical work as needed (e.g., move furniture, move appliances, lifting salt bags).
- On-Call: Willingness to be 'on call' for after-hours emergency calls on a rotating/shared basis with other staff as well as respond to snow events as instructed.
- Record-Keeping: Record time daily as well all receipts and invoices
- Meetings: Attend maintenance team meetings and occasional company meetings.
- Other duties as assigned.

Teamwork & Collaboration

- Work in collaboration with program and all other agency staff to facilitate a team environment.
- Demonstrate and model effective communication skills in building relationships with all guests and employees.
- Create good working relationships with other service providers.
- Participate in the development and implementation of Porchlight's strategic plan.





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Porchlight Values & Culture

- Treat all guests, employees, and visitors with caring, kindness, respect, and dignity.
- Strive to reduce barriers to housing, shelter, and services.
- Help to create an environment that values diversity and promotes racial equity.
- Adhere to all Porchlight policies, procedures, code of conduct, and attendance rules.
- Maintain strict confidentiality of all information.
- Adhere to Porchlight policies in the use of computer technology and tele-communication devices.
- Conduct oneself in accordance with appropriate and expected professional boundaries and policies.

QUALIFICATIONS

- Knowledge of (or ability to learn and follow) appropriate guidelines for the safe use of all equipment, chemicals, cleaning materials and tools, as appropriate.
- Ability to make judicious purchasing decisions.
- Ownership of basic carpentry and repair tools, and the willingness to use those tools in the performance of job duties.
- Valid Wisconsin Driver's License with consistent access to an insured vehicle.
- Ability to work with others.
- Sincere respect for diverse populations including homeless, disabled, and economically disadvantaged.
- High ethical standards.
- Ability to follow verbal and written instructions.
- Written communication to name and organize files, complete timesheets, and communicate with supervisor.
- Team orientation with respect for others.
- Verifiable and consistent work history for a minimum of 1-3 years with a recent employer

PHYSICAL DEMANDS & WORK ENVIRONMENT

The following physical demands are representative of those required by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.

- Indoor environment: tenant units, open office, shelter dormitories, facilities, etc.
- Outdoor environment: parking lot, grounds, on-site trailer, etc.
- Exposure to weather, extreme heat/cold, loud noises, fumes, airborne particles, toxic/caustic chemicals, risk of electrical shock and vibration
- Sitting
- Standing, kneeling, walking
- Bending, stooping
- Reaching, pushing, pulling
- Climbing stairs
- Lifting, carrying up to 50 pounds
- Repetitive, fine hand, finger, and foot movements
- Typing/data entry
- Operating various equipment
- Talking, hearing, interacting with coworkers, vendors, participants
- Using office machines - phone, fax, computers, postage meter, etc.
- Close vision
- Distance vision, field of vision, color/depth perception

Minimum Requirements

- Seeing, hearing, speaking.
- Ability to perform the physical demands listed above.
- Reading, writing.
- Basic English comprehension, written and oral communication.
- Ability to lift 50+ pounds
- Ability to drive to scattered sites.
- Work onsite and at multiple locations.
- The person in this position frequently communicates with clients who have inquiries about their housing. Must be able to exchange accurate information in these situations.

EEO STATEMENT: It is our policy not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, disability/handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, sexual orientation, political beliefs, or student status.

This job description may not be inclusive of all assigned duties, responsibilities, hours, or aspects of the job described, and may be amended at any time at the sole discretion of the employer.

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