

The Montgomery Area Family Violence Program, Inc.  
dba Family Sunshine Center

**Position Title:** Facilities Maintenance Specialist

**Reports to:** Operations Director

**Status:** Full-time, Non-Exempt

**Work Site:** FSC Administrative Office, Counseling Centers and Residential Facilities

**Summary:** The Facilities Maintenance Specialist is responsible for the overall maintenance of the Family Sunshine Center administrative office, counseling centers, and residential facilities and all areas related to the day-to-day maintenance operations of the agency.

**Responsibilities:**

1. Provide regularly scheduled inspections of facilities and equipment, utilize safety and security checklists, report findings to supervisor and develop solutions for corrective action;
2. Provide grounds maintenance including removal of debris from drains, parking lots, roof systems, and playground and provide light landscaping as needed;
3. Maintain mechanized security gates at FSC facilities and provide ongoing preventive maintenance for the physical security gates at the residential and administrative facilities;
4. Respond to and repair general plumbing, carpentry, painting, and electrical needs in client residential facilities and administrative offices including but not limited to changing light bulbs, air filters and ceiling tiles as needed;
5. Make ready transitional housing and shelter units for new move-ins in a timely manner;
6. Run errands to pick up and deliver supplies as needed;
7. Perform other duties as instructed by supervisor.

**Qualifications:**

- High school diploma or GED.
- General maintenance and repair experience required.
- HVAC and/or plumbing certification preferred.

**Knowledge, Skills and Abilities:**

- General plumbing, electrical, and basic carpentry skills
- Ability to follow oral and written instructions

- Ability to diagnose facility issues and problems and take appropriate action to correct
- Ability to keep track of multiple work orders and repairs, while prioritizing emergencies

**Travel Requirements**

Local travel between properties and to run errands; Dependable transportation, valid driver’s license and insurance coverage required.

**Physical Demands**

Ability to stand, lift, climb, bend, push, pull and kneel as part of general maintenance activities; ability to lift at least 45 lbs.

I have received, reviewed and fully understand the job description for Facilities Maintenance Specialist. I further understand that I am responsible for the satisfactory execution of the responsibilities described therein, under any and all conditions as described.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature