

Opening Date: December 1, 2009

GREATER PHILADELPHIA URBAN AFFAIRS COALITION
ODAAT
JOB DESCRIPTION

POSITION: MAINTENANCE REPAIRS/DRIVER
DEPARTMENT: SHELTER
REPORTS TO: SHELTER MANAGER

POSITION SUMMARY: ODAAT, a program partner of the Greater Philadelphia Urban Affairs Coalition (GPUAC) is looking for a qualified *Maintenance Repairs/Driver*. The individual selected for this position will provide janitorial and repair work in ODAAT contracted facilities.

PRIMARY RESPONSIBILITIES:

- Reports to shelter manager/site coordinator on assigned schedule.
- Performs maintenance and cleaning duties as assigned by manager.
- Oversees, prepares, and coordinates daily maintenance and cleaning of facilities.
- Implements rules established by funding agency and management, such as sanitation and maintenance requirements, and shelter regulations.
- Coordinates records of completed maintenance and repair work with shelter manager and Operations Manager.
- Attends government agency trainings, complete certification requirements.
- Assists with transportation for shopping, unloading and unpacking purchases.
- Removes snow and lawn care.
- Performs a variety of minor building maintenance projects including plumbing, repair, carpentry, and painting.
- Performs other such duties and functions as are necessary or incidental to the proper performance of this position.
- Assists with other duties as assigned by the Shelter Manager.

EDUCATION AND QUALIFICATIONS:

- High School Diploma or general education degree (GED) required.
- Must have a valid Pennsylvania driver's license and a clean driving record.
- Knowledge of materials, methods and equipment employed in repair and maintenance operations.
- Ability to work under minimum supervision.
- Physical strength and ability sufficient to perform cleaning and maintenance tasks.

Send cover letter and resume to:
Robin Ingram, Program Manager
ODAAT
2532 North Broad Street
Philadelphia, PA 19132
Email to robini@odaat.us

GPUAC/ODAAT is an Equal Opportunity Employer