



**SAFEHOUSE DENVER INC.**  
**JOB DESCRIPTION**

**Facility and Maintenance Worker**

**Reports to:** Director of Shelter Services

**Position Information:**

- 20 hours per week, with flexibility to meet program needs
- Primarily weekdays with some evening and weekend availability required
- Non-exempt position

**Equal Employment Opportunity Statement:** SafeHouse Denver, Inc. is dedicated to the principles of equal employment opportunities. We provide equal employment and advancement opportunities to all individuals based on job-related qualifications and their ability and willingness to perform the duties necessary to accomplish the job, without regard to race, color, religion, creed, sex, marital status, national origin, age, sexual orientation, gender variance or identification, disability, military status, economic status, citizenship status, and/or veteran status. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds.

**Position Summary:** Under the supervision of the Director of Shelter Services, Facility Manager is responsible for the general care, upkeep, maintenance, and repair of SafeHouse Denver Facilities in order to provide dignity of space to clients accessing services. Principle accountabilities include basic repairs and maintenance to building and property; coordination of maintenance and repair projects with professionals as necessary; general landscaping; regular cleaning of common areas, furniture, lighting fixtures, and appliances; and coordination and maintaining accurate documentation related to all necessary inspections.

**Minimum Qualifications/Requirements:**

- High School Diploma or GED
- Wide variety of skills related to repair and maintenance (i.e., basic plumbing, construction, carpentry etc.)
- Experience in/knowledge of domestic violence issues highly desirable.
- Ability and willingness to negotiate discounted services.
- Excellent verbal and written communication skills, as well as strong computer skills.
- Experience and comfort working with diverse populations.
- Self-motivated with the ability to meet deadlines, remain flexible and adjust to changing priorities.
- The ability to organize/prioritize work and achieve results.
- Ability to move objects up to 50lbs, ascend and descend a ladder, position self to maintain sinks, and raise arms above head.

**Specific Duties and Responsibilities:**

- Respond timely to reports of problems or issues with the facility.
- Perform basic household repairs (unclog toilets/drains, patch small holes, install faucets, paint, etc).
- Order and maintain an inventory of supplies necessary for ongoing function and upkeep of the building (i.e. light bulbs, plungers, shower rods, etc.).
- Contact and coordinate repair services with outside professional agencies, with willingness to negotiate discounted or pro-bono services when possible.

- Conduct regular inspections of the building to determine where repairs or attention is needed.
- Solicit bids for and manage all larger construction projects for facility as needed.
- Collaborate with Volunteer Coordinator as needed to coordinate service group projects related to facility maintenance and upkeep.
- Schedule all inspections related to fire alarm and suppression systems, elevator, etc. and maintain accurate documentation.
- Perform general landscaping and grounds keeping duties.
- Perform regular cleaning of lighting fixtures, appliances, furniture, and common areas.
- Respond to emergency calls related to maintenance of facility after hours and on weekends as needed.
- Other duties as assigned.

\*This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.