

# UNION SETTLEMENT

## EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Maintenance Worker (Floater)

**Department:** Facilities

**Reports to:** Facilities Supervisor

**Hours:** Full-Time

**Hourly Rate:** \$15 per hour

**FLSA Status:** Non-Exempt

### Position Summary:

The Maintenance Worker (Floater) is responsible for the maintenance, operation, and safe use of all Union Settlement facilities. The Maintenance Worker must be both a hands-on worker and an excellent manager, coordinating projects at multiple locations.

### Responsibilities:

- Maintain all assigned facilities and mechanical systems within the Union Settlement footprint.
- Regularly inspect all facilities to ensure adherence to the various rules and guidelines established by Head Start Performance Standards, New York State and New York City oversight agencies, as well guidelines established by funding sources.
- Maintain preventative maintenance programs; repair, replace, and upgrade systems and facilities as needed.
- Keep accurate records and reports regarding preventative maintenance, work orders, tools and equipment, inventories, and purchase orders.
- Inspects and identifies equipment or machines in need of repair.
- Troubleshoots issues to determine necessary repairs.
- Plans repair work using buildings blueprints or equipment manual as needed.
- Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
- Performs routine maintenance on building systems.
- Cleans and assists with upkeep of the facilities.
- Orders supplies and materials needed for repairs and maintenance.
- Implement rules and regulations to ensure the safety of employees and participants who utilize Union Settlement facilities.
- Additional duties and projects as assigned by Facilities Supervisor or Director of Facilities.

**Qualifications:**

- High School diploma or GED required.
- At minimum 1-3+ years working as maintenance worker or maintenance related field.
- Demonstrated knowledge of office building cleaning practices, procedures, supplies, and equipment.
- NYC Fire Department Fire Guard Certification, Fire Drill Supervisor Certification, or S-95 Certification preferred or the ability to obtain those certifications in the **first 60 days** of employment.
- Must be able to be background checked and fingered printed for the ability to work in our DOE facilities.
- Demonstrated knowledge of basic electrical and mechanical systems preferred.
- Excellent interpersonal skills and ability to work with staff at all levels.
- Unquestioned personal and professional integrity.
- A dedicated work ethic and true teamwork spirit.
- Strong organizational skills; detail oriented.
- Must be available to respond to emergency facilities situations.
- Strong written and verbal communication skills required.
- Bilingual (English/Spanish) a plus.
- Valid driver's license and clean driving record required.
- Schedule will generally be Monday-Friday, but candidate should have the ability to work on the weekend occasionally or as needed for special projects and events.

**To Apply:**

Please send Cover Letter, Resume, 3 Professional References, and Salary Requirements to:  
[operationscareers@unionsettlement.org](mailto:operationscareers@unionsettlement.org).

Please indicate Maintenance Worker (Floater) in the subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**