



January 8, 2018

JOB TITLE: Facilities Specialist  
REPORTS TO: Operations Manager

RESPONSIBILITIES:

- Inspect routinely the grounds, buildings, plumbing, electrical, appliances and major equipment.
- Conduct repairs of equipment and building, inside and outside, as necessary.
- Complete preventive maintenance of equipment and building, including minor wall repair, painting, smoke detector maintenance, and door repair.
- Prepare lists for ordering maintenance and cleaning supplies.
- Keep property and supplies organized, including tools, building supplies, etc.
- Assist in preparing for and participate in government inspections.
- Other duties as determined by management.

EXPERIENCE AND QUALIFICATIONS:

- Experience with general maintenance and repairs, including; plumbing, electrical, screen and window repair, and appliance repair, preferred.
- Must be comfortable working with diverse populations.
- Strong communication skills, written and oral.
- High school diploma or equivalent desired, technical or vocational training preferred.
- 1-2 years of experience in property maintenance, construction, or other closely related field preferred.
- Must be able to pass DHS background check.

PHYSICAL REQUIREMENTS:

The physical demands of this job include, but are not limited to, the employee being able to regularly sit, stand, bend, twist, kneel, and other physical demands. The employee must regularly lift and/or move up to 10-25 pounds, and occasionally lift and/or move up to 25-75 pounds.

OTHER INFORMATION:

- Employment Status: Full Time (40 hours per week), non-exempt.
- Location: Based mainly at Avenues' North Minneapolis location (address below). With occasional visits to our other sites in Brooklyn Center and St. Paul.
- Compensation: \$17 to \$19.50 an hour, commensurate with qualifications and experience, plus benefits.

TO APPLY: Send cover letter, resume, references and salary requirements to Chris Banks, Operations Manager at [cbanks@avenuesforyouth.org](mailto:cbanks@avenuesforyouth.org) or the address below. No phone calls please.

*Persons of color are encouraged to apply.  
Avenues for Homeless Youth is an Equal Opportunity Employer.*

[www.avenuesforyouth.org](http://www.avenuesforyouth.org)  
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