



June 29, 2020

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.
- Pickup and deliver supplies to multiple locations on a weekly basis.
- Work closely with vendors to facilitate repairs, inspections, lead volunteer groups, and work closely with residents to determine their needs.
- Pickup and deliver items weekly to multiple locations around the metro area.

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 roughly 60% of the time at Avenues' North Minneapolis location (address below), and 40% of the time at our Brooklyn Center location.

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)

1708 Oak Park Avenue North, Minneapolis MN 55411 • 612-522-1690