



Position/Title: Maintenance Technician

Who We Are

Founded in 1981, Wellspring House Inc. is a leading non-profit organization with programs extending throughout the 20 cities and towns of Massachusetts' North Shore region. Our mission is to inspire families and adults to achieve employment and financial stability through stable housing, education, job training and career readiness.

Reports To: Property Manager

Department: Property (2099)

FLSA Job Status: Part-Time

Classification: Non-Exempt, 10 hours per week

Hourly Rate Range: \$27.00 to \$30.00

Job Description Summary:

The Maintenance Technician will be responsible for making repairs and helping to maintain the physical needs of the 3 locations under Wellspring's care in Gloucester, including 2 residential buildings and 2 office buildings, and at one office building located in Salem, MA. The Maintenance Technician will work and coordinate with the Property Manager, who oversees property responsibilities for the organization. The property maintenance team works in collaboration with the Wellspring staff to ensure that Wellspring's buildings are in good, safe working order and the physical needs of the programs are addressed in a timely manner.

The Maintenance Technician is an on-call position and must be able to dedicate at least 10 hours per week. The hours need to be flexible to accommodate urgent requests after-hours and on weekends.

Responsibilities:

With the supervision of and in coordination with the Property Manager, ongoing maintenance of the three Wellspring House properties includes:

- Conducting general repairs and working on assigned projects.
- Addressing property-related requests at all 3 Wellspring locations at the direction of the Property Manager as requested by the Wellspring staff.
- Routine on-call coverage for property emergencies during and after business hours.
- Availability for 10 hours per week.

Desired Qualifications/Competencies:

- At least five years relevant experience.

- Ability to execute physical demands for lifting and repairs.
- Comfort and experience with typical maintenance equipment including ladders, power tools, and hand tools.
- Required skill set (some if not all): Painting, carpentry, drywall/plaster repair, minor plumbing and electrical repairs, masonry, landscaping.
- Able to complete jobs in a timely and clean manner.
- Has own transportation (mileage to be compensated at prevailing rates).
- Good communication skills.

*Other duties as assigned. Job description is subject to change without notice as the needs of the organization change.

Location: All work will be performed at Wellspring facilities and offices in Gloucester and Salem, MA.

Send Application with resume/work history to: jobs@wellspringhouse.org. In the subject line, write your name and the position title. We will contact ONLY those individuals selected to continue in the search process. No phone calls please.