



Wellspring House, Inc

Title: Property Maintenance Technician

FLSA Status: Non-Exempt, Part-Time

Reports to: Chief Operating Officer

Regular Hours Per Week: 20-30 + On-Call Overnights and Weekends

Compensation: \$28-\$32 per hour + \$300 weekly stipend

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. Our mission is to inspire families and adults to achieve employment and financial security through stable housing, education, job training, and career readiness.

SUMMARY:

1) The Property Maintenance Technician is a part-time position responsible for the upkeep and management of Wellspring's properties. This role combines hands-on maintenance with strategic property management. Compensation is based on hours worked.

2) On-call coverage – includes 24-hour, on-call coverage via cell phone and in-person response as needed for coverage of property emergencies. Compensation is a \$300 week stipend.

Note: The employee will need to be available to address any issue in person. If the employee needs to travel out of immediate driving distance, he/she will need to notify their supervisor and the Shelter Director.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Collaborate closely with colleagues, especially the Family Shelter Team, Resident Service Coordinator, and the Chief Operating Officer (COO) to ensure that maintenance activities are conducted in keeping with the needs of Wellspring's programs, especially the residential properties.
- Conduct regular, proactive inspections and maintenance across all Wellspring properties to ensure they are safe, welcoming, and in compliance with all relevant regulations.
- Develop and implement property improvement plans to maintain attractive and functional spaces.

- Ensure all properties are properly licensed and meet health and safety standards.
- Ensure that the maintenance and improvement plans for all properties are well managed.
- Manage maintenance, utility, and service contracts, ensuring they are current and appropriate.
- Tackle maintenance issues as they arise.
- Provide 24-hour, on-call coverage for property related emergencies, collaborating primarily with Family Shelter Staff for triage and intervention.
- Provide IT tech support for equipment maintenance and inventory – preferred but not required.
- Keep detailed maintenance records.
- Provide annual updates of insurance policies and other similar purposes.
- Maintain and implement an annual calendar of inspections, permits, and licenses for all three properties.
- Maintain warranty and owners' manual information for equipment, history of major repairs, etc.
- Other duties as assigned, based on shifting needs of the organization

QUALIFICATIONS:

- Handyman work experience
- Familiarity with local contractors and vendors on Cape Ann / North Shore
- Strong project management skills
- Strong vendor management skills
- Results oriented
- Sound, fact-based decision-making skills
- Ability to manage in a fast-paced environment with multiple priorities
- Strong interpersonal/collaboration skills. Ability to establish credibility/rapport with stakeholders

WORK ENVIRONMENT & SCHEDULE:

Wellspring's home office is at 302 Essex Avenue in Gloucester, MA. The Property Maintenance Technician position will report to and support all of Wellspring's 5 properties in Gloucester, MA and Salem, MA. The work environment includes office, educational, and residential spaces. This is a part time position between 20-30 hours/ week. The weekly hours and schedule will be agreed upon based on the availability of the employee.

This position requires a valid driver's license and use of an insured personal vehicle.

DIVERSITY EQUITY AND INCLUSION

Wellspring is committed to providing opportunities to people regardless of economic or social status. We strive to be inclusive in our engagement with our clients, our coworkers, and our

external collaborators so that all feel welcome and empowered to do their best. It is incumbent upon every team member to treat others with respect. We do not discriminate based on race, color, national origin, gender, gender identity, age, religion, marital status, sexual orientation, ancestry, public assistance, veteran history/military status, genetic information, or disability in providing our services.

*Job descriptions are subject to change according to the needs of the organization.