

Position: Handyman

Supervisor: Maintenance Supervisor, Golda Meir House

Status: Non-Exempt Hourly; 20 hours per week, *for the duration of the Golda Meir House renovation construction project, estimated to be completed by November 2018*

Schedule: Monday – Friday, 10:00 a.m. – 2:00 p.m. Schedule is flexible hours based on project requirements, and as agreed upon with Maintenance Supervisor.

Summary:

This position performs necessary repairs and other related maintenance work in temporary apartments prior to each new occupant during the renovation project relocation process for all Golda Meir House residents. In addition, complete resident specific individualized work based on reasonable accommodations as directed by the Relocation Coordinator and approved by the Maintenance Supervisor.

Duties include, but are not limited to:

- Performs minor electrical, plumbing, and heating as assigned and allowed by local code without a license
- Repair or replace cabinets, countertops, faucets, flooring, appliances, light fixtures, etc. as directed
- Performs light carpentry, and patching and painting as directed
- Hang heavy pictures, secure wall units as needed.
- Replace or repair door and window locks, switch key cores.
- Add or replace grab bars where required by individual resident needs.
- Other duties as assigned by the Maintenance Supervisor

Qualifications:

- High School diploma or equivalent. Post-secondary education/training preferred.
- At least 3 years of related work experience.
- Requires basic knowledge of plumbing, heating, and electrical systems and ability to make repairs not requiring a license.
- Must be able to safely use hand and power tools, etc., and must frequently lift and/or move up to 50 pounds.
- Detail oriented with excellent problem solving skills.
- Must have good interpersonal and communication skills, ability to work with limited supervision and as part of team and demonstrate good customer service skills at all times.
- Fluent in spoken and written English language essential.

Qualified candidates should forward a cover letter and resume by email to hrjobs@jche.org; by fax to (617) 912-8469, or by mail to Human Resources, JCHE, 30 Wallingford Road, Brighton, MA 02135. For further information about JCHE and its Golda Meir House, see our website at www.jche.org. JCHE is an Equal Opportunity Employer.