



## **Job Vacancy**

**Position:** Building Mechanic

**Location:** Facilities, Nassau and Suffolk Counties

*Options for Community Living, Inc. is committed to assisting individuals and families in need to develop their fullest potential for independent living. Residential and support services prepare participants for the demands and responsibilities of community life and promote housing permanency, health, safety and welfare. The organization's actions are guided by principles of integrity, openness, accountability, respect and the highest quality of care.*

### **Responsibilities:**

The Building Mechanic will perform general maintenance functions and minor repairs at the residences in a professional manner. Perform routine preventive maintenance to ensure that the buildings operate efficiently, and that the physical condition of buildings does not deteriorate.

- Ensure health, safety, and energy efficiency at residences on a regular basis.
- Perform general maintenance mechanic work such as carpentry, wall repair, and minor plumbing repairs.
- Respond appropriately to work orders for minor repairs on a daily/weekly basis.
- Perform general maintenance of the residences such as caulking tubs, cleaning gutters, bush/hedge trimming, and replacing blinds.
- Prepare and clean the residence as needed before new tenants move in.
- Paint interior as needed.
- Repair broken windows. Install windows/doors as needed.
- Install security lights, locks and bathroom rails as needed.
- Maintain inventory and order supplies on a monthly basis or as needed.
- Perform general maintenance mechanic tasks as part of a working team to rehabilitate houses with multiple repair needs on an occasional basis.
- May instruct clients on certain maintenance procedures or oversee clients who routinely assist with grounds keeping and other maintenance chores.

### **Qualifications:**

High School graduate. Experience in various types of general maintenance work including minor electrical repair, minor plumbing, painting, and general maintenance duties and skills in crafts, such as plumbing, or carpentry. Must have access to own vehicle and a clean driver's license. Must have access to tools. Will be required to use own tools for work.

### **Work Schedule:**

Sunday – Thursday **OR** Tuesday – Saturday

8:00 AM – 4:00 PM

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

Fax your resume to: **(631) 361-7087**

E-mail your resume to: [jobs@optionscl.org](mailto:jobs@optionscl.org)

For more information, call **(631) 361-9020 ext. 1105**