



Building Mechanic (Facilities, Nassau County and occasional work in Suffolk County)

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.

Responsibilities

- 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 and Requirements

- 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 a truck or work van, and a clean driver's license.
- Must have access to tools. Will be required to use own tools for work.

Work Schedule:

Monday – Friday 8:00 AM – 4:00 PM

Benefits

Full Time Employees are eligible for:

- Medical, Vision and Dental Insurance
- Tuition Assistance
- Flexible Spending Account
- 403(b) retirement plan with employer match
- Long Term Disability
- Short Term Disability
- Supplemental Specified Illness Coverage
- Supplemental Hospitalization Coverage
- Life Insurance
- 4 Personal Days, 10-22 Vacation Days, 8 Sick Days, 10 Paid Holidays-yearly

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E-mail your resume to: jobs@optionscl.org

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