Hospice Alliance™
Ask for us by name
Your compassionate, community non-profit hospice, incorporated in 1981.

Part-time Building Maintenance Specialist

Hospice Alliance is seeking a part-time building maintenance specialist to work 40 hours in a two-week period. This position works on the opposite schedule of a peer working in the same role. Core work hours are between 8am to 5pm Monday through Friday with occasional hours' changes to assist with special event set up. There are additional shared on-call responsibilities in case of any afterhours building emergencies. Work schedule and on-call schedule is coordinated with the other building maintenance specialist and approved by the department manager.

General duties to include:

Ensuring the building and surrounding grounds are kept in good condition through regular building inspections and completion of general cleaning and repairs such as painting, grounds work, shoveling and salting entrance ways.

Coordinating and tracking routine and emergent contractor visits for building HVAC, fire, elevator, snow removal, lawn services and any other related building maintenance needs.

Coordinates, tracks and participates in assigned safety drills.

Coordinates local fire department inspections

Keeps accurate maintenance logs and warranty records.

Moves and assembles furniture, office equipment and other requested items. Also, assists with offloading vendor deliveries and distributing items to the ordering department.

Purchases and maintains adequate housekeeping and facility supplies.

Other duties as assigned.

Experience and Success Factors (KSAs):

Prior experience working in a similar role is desired.

Knowledge and ability to operate a variety of mechanical equipment and tools such as, carpet shampooers, snow removal and related equipment, lawn tools, hand drill, hammers and saws.

Knowledge and use of various cleaning agents and/or chemicals.

Be self-motivated, organized and a good team player.

Working Conditions and Physical Demands:

Lift, push and pull items up to 50 pounds.

Stand and walk for long periods of time.

Work in precarious or high locations (ladders, etc.)

Reaching, stooping, bending, kneeling and crouching.

Exposure to housekeeping/cleaning agents and/or chemicals.

Exposure to humidity, some hot equipment.

Exposure to noise.