



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Administration		
Job Location:	All Locations		
Job Title:	Maintenance Worker		
Reports to:	Ana Saguary	Title:	Office Operations Manager

Hours:	FLSA Status	Type of position:	Other comments:
	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	

ORGANIZATION DESCRIPTION

The Ironbound Community Corporation (ICC) is a 56-year old nonprofit organization whose mission is to engage and empower individuals, families, and groups in realizing their aspirations and, together, work to create a just, vibrant, and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, community development initiatives and family services.

ROLES AND RESPONSIBILITIES

Reporting to the Office Operations Officer, the Maintenance Worker is responsible for performing routine maintenance, repairs, cleaning, and upkeep of ICC’s buildings, grounds, vehicles, and equipment across multiple sites. This role ensures that facilities remain safe, functional, clean, and compliant with applicable safety standards and agency procedures.

Primary Responsibilities:

- Perform routine maintenance, repairs, and general upkeep of ICC buildings, grounds, and equipment.
- Assist with maintenance and repair of plumbing, heating, cooling, electrical, and basic building systems.
- Respond to work orders and repair requests as prioritized by the Office Operations Manager.
- Perform painting, patching, caulking, light carpentry, and other general maintenance tasks.
- Conduct regular inspections of facilities to identify maintenance needs and report concerns.
- Maintain janitorial equipment and assist with heavy-duty cleaning of basements, offices, kitchens, bathrooms, and common areas as needed.
- Assist in maintaining safety equipment and ensuring clear, safe building access.

- Support fire safety and security functions, including basic checks of alarms and coordination with supervisors and vendors as directed.
- Manage snow removal and snow team, including: salting, shoveling, operating blowers, and driving agency vehicle equipped with snow plows.
 - Ensure that snow is cleared at the Early Learning Center (ELC) by 7:00 a.m. on snow days.
 - Snow removal may be required at any time, day or night.
- Participate in on-call rotation to respond to building emergencies and extreme weather situations.
- Communicate with (i.e. email, text, etc.) site supervisor in the event of a building emergency.
- Assist in maintaining ICC vehicles, including basic maintenance and coordinating service with mechanics when necessary.
- Maintain inventory of maintenance supplies, tools, and equipment.
- Assist in coordinating and monitoring contracted maintenance services.
- Support basic administrative tasks related to maintenance operations.
- Attend meetings and trainings as assigned.
- Perform all other duties as assigned.

Work Conditions:

- Hours will vary based on agency needs, weather conditions, and emergency situations.
- Position may require working evenings, weekends, and/or holidays.
- Work includes physical labor such as lifting, carrying, climbing, bending, and working outdoors in various weather conditions.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- High school diploma or GED required.
- Minimum of 1–2 years of experience in building maintenance, janitorial services, facilities support, construction, or a related field.
- Demonstrated ability to perform basic maintenance and repair tasks, including: plumbing, electrical, painting, carpentry, and general building upkeep.
- Experience using hand tools, power tools, and cleaning equipment safely and effectively.
- Ability to follow written and verbal instructions and complete work orders accurately.
- Basic knowledge of building safety practices, including fire safety and emergency procedures.
- Valid New Jersey driver’s license with a clean driving record, and ability to operate agency vehicles (including snow plow vehicles, if assigned).
- Ability to work flexible hours, including early mornings, nights, weekends, holidays, and on-call rotations.
- Strong organizational skills, attention to detail, and reliability.
- Ability to work independently and as part of a team.
- Ability to communicate effectively with supervisors, coworkers, vendors, and building occupants.

Preferred Qualifications:

- Vocational or technical training in maintenance, construction, or building systems.
- Experience with HVAC, plumbing, or electrical systems in a commercial or nonprofit setting.
- Prior experience with snow removal operations and equipment.
- OSHA safety training or other relevant safety certifications.

Core Values

ICC is animated by a core group of values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person's rights, customs and wishes. We are courteous and supportive in all of our interactions with clients and colleagues. Examples of this value in action are:

- Respect diversity, appreciate the culture of each staff, and acknowledge each person's basic dignity.
- Maintain confidentiality and have empathy for every person's life situation.
- Listen to and encourage each other's opinions and input.
- Validate other staff's contributions.

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve. Examples of this value in action are:

- Show empathy by actively listening- our coworkers will feel heard and respected.
- Show empathy by asking questions- This shows your concern and helps you figure out possible ways to help.
- Show empathy by giving others credit

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback. Examples of this value in action are:

- Embrace and Drive Change: Part of being in a growing agency is that change is constant.
- Pursue Growth and Learning: We think it is important for employees to grow both personally and professionally.
- Stand for equality - We come together as a force to serve the Staff and communities we represent.

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility. Examples of this value in action are:

- Working in a group where the staff focuses and accomplish one main objective.
- Communication among the staff is a key to accomplish the main goal.
- Daily challenges arise and through these challenges, we continued to grow and gain experience learning from each other.

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened. Examples of this value in action are:

- Prepare a work plan so the staff is aware of what is expected from them.
- Have frequent meetings to follow up in the assignment
- Be specific about dates, times, and deadlines. Align priorities and resources with your biggest goals.

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working-class backgrounds to apply.

Salary range/Hourly for this position is commensurate with experience. ICC offers a competitive compensation package including health benefits, generous time off policy, and 403(b) plan. Remote work option available for this position.

If interested, please send a resume and cover letter to FacilitiesHiring@ironboundcc.org with the subject line "Maintenance Technician"