



IRONBOUND COMMUNITY CORPORATION

Job Description Form

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

Hours: FLSA Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Other comments:
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ORGANIZATION DESCRIPTION
<p>The Ironbound Community Corporation (ICC) is a 55-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.</p> <hr/>
ROLES AND RESPONSIBILITIES

Reporting to the Office Operations Officer, the Handyman will oversee management of ICC's property operations (multiple sites), building systems and maintenance, and ensuring compliance with New Jersey laws and regulations. The position oversees such functions as HVAC and electrical systems, building maintenance, and environmental services:

- Perform and assist in all maintenance and repair tasks.
- Responsible for fire safety and security functions, including proper functioning of fire and security alarms and coordination with vendors.
- Management of the Snow Team. This work includes salting, purchasing snow clean-up supplies, ensuring maintenance of snow plows, and using blowers to remove snow and/ or driving ICC vehicles with a plow.
- Snow must be cleared at the Early Learning Center (ELC) and Lafayette Community Center by 7:00 an on the snow day.. Snow removal may be required at any time day or night.
- On call to address any extreme weather circumstances that may affect any ICC building and any building emergencies. ● Train pertinent staff members on use of HVAC, alarm and fire systems.

- Maintain all janitorial equipment and appliances in good working order, and provide recommendations to the Operations Manager for the repair, upgrade or replacement of furniture.
- Oversees and maintains the building's plumbing, heating, cooling, electrical, and safety/emergency systems. ● Fulfills work orders and requests for repairs, as prioritized by Office Operations Manager.
- Assist in coordinating and monitoring contracted services.
- Maintain inventory of materials and equipment.
- Assist the Office Operations Manager in maintaining all warranties and service contracts.
- Perform repairs and routine upkeep, e.g., painting and caulking.
- Maintain all safety equipment.
- Attends meetings, and training as assigned.
- Maintain Ironbound's vehicles in good working order either by making repairs or sending them to mechanics. ● Is on-call to address needs on a twenty-four hour basis.
- Performs all other duties as assigned.
- Maintain all buildings, including basements, kitchens, bathrooms, parking lots and farms. May include heavy duty cleaning of basements, buildings and offices.
- Ensuring that basic facilities are well-maintained and conduct proactive maintenance.
- Ensure compliance with all safety and security protocols.
- Some relevant administrative tasks are required.
- Hours will vary based in the Agency's needs and weather conditions.
- May require working nights, weekends, and holidays.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Prior building management and/or supervisory experience required, security experience preferred.
- High School diploma or GED required. Additional education a plus.
- OSHA certification required.
- Additional certifications a plus (e.g. fire safety, etc.).
- Ability to obtain fire safety certification within three (3) months of employment is required.
- Excellent plumbing, heating, carpentry and electrical skills, and ability to perform routine repairs.
- Good verbal and written skills.
- Good interpersonal skills and ability to work as part of a team.
- Valid Driver's License and willingness to drive Agency vehicles required.
- Proficient in using tablets, personal computers and Google Forms.

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 "Handyman"