

JOB POSTING

The Florida United Methodist Children's Home, a Nonprofit organization,
is currently seeking applicants for the following position

General Maintenance

We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.

SUMMARY

The primary role of the **General Maintenance** position at the Madison Youth Ranch in Pinetta, Florida is to perform general maintenance to the buildings, grounds and equipment. This position routinely works with other Maintenance Department team members to complete job requests or the full range of building/grounds projects. This position is also expected to possess strong experience and ability in one or two specific maintenance areas that this person can be counted on to perform. This is a full time, non-exempt position.

QUALIFICATIONS

The education and qualifications of the General Maintenance position at the Madison Youth Ranch should include the following:

- High School Diploma or GED required
- Competency in electrical, plumbing, air conditioning and/or IT preferred
- This person may provide oversight for volunteer groups
- Suitable by character and personal habits to work around children who reside in the group care program and to role model behavior consistent with agency mission, vision and core values
- Demonstrated ability to work effectively with co-workers in whatever task is required and accept supervision
- Ability to communicate effectively, both orally and in writing
- Knowledge of work skill and maintenance skills required for the general upkeep of buildings
- Must have sensitivity to the service population's cultural and socioeconomic characteristics
- Operate single and 3 phase electrical systems
- Knowledge of residential and commercial HVAC and plumbing systems

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Florida or Georgia Driver's License
- EPA 608 preferred

PRIMARY DUTIES AND RESPONSIBILITIES

The responsibilities of the General Maintenance position of the Madison Youth Ranch include the following:

- Maintains a safe, clean, organized work environment for self, coworkers, residents and visitors
- Coordinates, locates, accounts for, maintains, protects and secures the furniture, fixtures, equipment, supplies and inventory for records/inventory at the Madison Youth Ranch
- Works closely with the Facilities Manager to achieve completion of work orders and assignments which are assigned to the Maintenance Department of the Madison Youth Ranch
- Responsible for other duties as may be assigned from time to time by the Madison Administrator
- Works with the Facilities Manager to maintain and responsibly operate all assigned tools and equipment
- Vehicles oil changes and tire rotation
- Painting, sheetrock repair, doorframe and window repair

If you are interested in the above position, please submit a resume via email to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources

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SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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