



Job Title: Maintenance Services Assistant
Reports to: Environmental Services Director
Position Type: Full Time

Friends Village, a retirement community on two campuses, has been a part of the Newtown community for more than 125 years. Offering both Independent Living and Personal Care, Friends Village strives to offer excellent care and service, while furthering its mission to provide moderately priced, small-community retirement living.

Our Mission is to cultivate purposeful living among older adults through community. In keeping with Quaker beliefs, Friends Village (“FV”) seeks to be a diverse community where all members thrive, and older adults of moderate means are at home. We want all members to make health, personal growth and living meaningfully their priorities so that they and FV are active contributors to the world around us.

POSITION OVERVIEW:

The primary purpose of this position is to maintain both the building operations and physical appearance of the community while remaining compliant with state regulations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The Maintenance Services Assistant is responsible for handling preventative and routine maintenance issues as assigned by the Environmental Services Director (ESD). This may include but is not limited to plumbing, electrical, roof repairs, painting, housekeeping and groundskeeping. You may be asked to work with other departments to make rooms and cottages ready for staging and/or new residents.

QUALIFICATIONS:

- Must have sound knowledge of basic plumbing, carpentry, and electrical wiring.
- Must be able to operate hand and power tools and cleaning equipment.
- High School Diploma or GED equivalent with some technical school or relevant experience required, at least 2 years preferred.
- The ideal candidate must have good judgement, be able to maintain composure under pressure, be an excellent communicator and respect confidentiality. A sensitivity and respect for differences of all types, including age, religion, marital status, native language, sex, gender identity, sexual orientation, physical or mental ability, background, ethnicity/race, and culture is expected.

PHYSICAL REQUIREMENTS:

- Must be able to lift, push, and pull approximately 50+ lbs. with or without mechanical devices.
- Must be able to move freely throughout the day, standing and/or walking for extended periods of time.
- Must be able to work with and tolerate cleaning chemicals and supplies.
- Must have reliable transportation and ability to clear a PA Criminal Background Check.

SHIFT AVAILABLE:

- Monday through Friday 8:00am – 3:00pm, some on-call hours required.

Starting Pay Rate - \$18.50 per hour.
Benefits Available.