Job Description

**Dove-Homeward Bound Facilities Specialist**

**General Responsibilities:**

The Dove Homeward Bound Facilities Specialist will be responsible for the upkeep and maintenance of residential facilities and offices, through Dove-Homeward Bound program.

**Examples of Work**

Completes building and grounds tasks, including lawncare, winterizing, janitorial

General upkeep at E. Clay Street and scattered residential sites owned/operated by Dove

Completes unit move in/out 7-day turnaround occupancy preparation, including cleaning, painting, carpeting shampoo, etc.

Coordinates the scheduling of vehicle maintenance appointments.

Responds to Emergency service requests (no heat, blown fuse, water leak, etc.)

Oversees ordering of maintenance supplies for the upkeep & maintenance of vehicles, and offices.

Moving donations

Coordinate with the Property Inspections Manager to complete maintenance requests

Makes maintenance recommendations as needed for repairs

May meet with housing inspectors and follow recommendation protocol

Assist maintenance staff with projects at the S. Union location

Keep accurate records of maintenance tasks needed, requested, and completed

Attends and participates in all required Dove and Program specific meetings

Attends and participates in agency and program events

Performs related duties as required

**Qualifications**

Applicants should have experience in janitorial, maintenance and cleaning work or the desire to learn. This person will be extremely reliable. This person should be able to stand and sit for extended periods of time, bend, twist, stoop, kneel, exhibit manual dexterity, to complete job responsibilities. This position requires the employee to have access to reliable transportation, a valid driver’s license, and insurance. Prior to employment all employees are subject to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

**SALARY AND BENEFITS**

The introductory salary range is from $28,000-$31,000 per year with raises available each July 1 based on merit and availability of funds. This employment is contingent upon continued funding for this position. Raises are provided annually based on merit and availability of funding. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life and disability insurance, direct deposit, matching retirement fund and an Employee Assistance Program.

**WORK CONDITIONS AND ENVIRONMENT**

This is a full-time position requiring 40 hours per week, and it is subject to the Fair Labor Standards Act. The Dove-Homeward Bound Facilities Specialist reports to the LSE Coordinator. The program office is located at 819 E. Clay, Decatur, IL 62521.

This position is funded through a grant, and no promise of employment is made beyond the end of that grant period.

**DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

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