



Dove, Inc, established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.

Dove, Inc. 302 S. Union, Decatur, IL 62522 • doveinc.org • dove@doveinc.org

Dove Homeward Bound Facilities Specialist Job Description

GENERAL RESPONSIBILITIES

The Dove Homeward Bound Multi-Site Facilities Specialist will be responsible for the upkeep and maintenance of residential facilities and offices, through the 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.
Completes handyman tasks (replaces light bulbs, batteries, smoke detectors, patching small holes, etc.)
Takes agency vehicles for maintenance appointments.
Responds to Emergency on-call service requests (no heat, blown fuse, water leak, lock outs, etc.)
Moving furniture/donations
Arrange for completion of maintenance requests, as needed for repairs
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.

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SALARY AND BENEFITS

The introductory salary range is from \$32,000-\$37,000 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 Facilities Manager Supervising Coordinator. The program office is located on 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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