



## **Unique People Services**

### **Maintenance Assistant/Driver**

Unique People Services is a non-profit organization in New York City that has two (2) full-time openings for Maintenance Assistants/Drivers at our Scattered Site Bronx location. The Maintenance Assistant/Driver executes assignments directed by the Maintenance Supervisor; maintains each unit in a proper, healthy and safe condition, makes minor repairs to apartments as assigned, reports all emergency situations to the Maintenance Supervisor, i.e., loss of heat, leaks, and power outages and maintains vehicle maintenance/mileage record prior to and upon returning from trips. As needed, transports residents to scheduled clinical and recreational appointments and participates in moving residents in and out of apartment units.

Qualifications: High School Diploma/GED preferred with one year experience as a handyman. **Must have a clear and valid driver's license.**

Please e-mail cover letter and resume to: [recruit@uniquepeopleservices.org](mailto:recruit@uniquepeopleservices.org) *or* fax resume to (718) 231-7720; Attn: Human Resources.