

Position: Maintenance Asst./Driver – Bilingual (Scatter Site)

Job locations: Queens, NY

Full-time: 40 Hours

Position reports to: Residence Manager

#### Responsibilities

- Maintain inventory of apartment furniture, office furniture and equipment. Update as necessary; complete program inventory.
- Maintains each unit a proper, health and safe condition.
- Complete monthly inspections of apartments.
- Complete work orders as assigned.
- Clean and prepare apartment for new residents.
- Makes minor repairs to apartments as assigned, reports all emergency situations to the Residence Manager such as loss of heat, leaks, power outages, etc.
- Assist clients with moving in/out as needed.
- Maintains vehicle maintenance/mileage record prior to and upon returning from trips.
- Transports residents to scheduled clinical and recreational appointments as needed.
- Be on call during off hours and weekends through cell phone.

#### Qualifications

High School Diploma/GED with 1-2 years related maintenance experience. Must have knowledge of carpentry, plaster, locks etc. Must have a valid clean NYS driver license. Bilingual (Spanish/English) preferred.

#### Additional requirements

Good verbal and written communication skills a must.

Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

Fax resume and cover letter to (718) 231-7720 Attn: HR or

E-mail [recruit@uniquepeopleservices.org](mailto:recruit@uniquepeopleservices.org) with Word document attachments

Only applicants being considered for an interview will be contacted.

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