

## **Director, Maintenance, Facilities & Transportation**

The Director of Maintenance, Facilities & Transportation has overall responsibility for four programs:

- (1) Maintenance and repair of Stewpot facilities and equipment
- (2) Maintenance and repair of Stewpot vehicles
- (3) Transportation of certain goods and materials
- (4) Coordinator of Bratton Street activities

The Director of Maintenance, Facilities & Transportation is expected to work an average of 40 hours per week fulfilling the responsibilities outlined below. The Director of Maintenance, Facilities & Transportation reports directly to the Chief Operating Officer (COO).

### **Responsibilities as they relate to Maintenance and Repair:**

1. Be responsible for overseeing any maintenance and repair work done at Stewpot facilities and property, as well as work done on the equipment and appliances.
2. On a regular basis, make an assessment, in conjunction with the program directors, of any major maintenance or repair work that needs to be done, and report those findings to the COO.
3. Execute a preventative maintenance program by periodically inventorying and inspecting all major appliances, office equipment and HVAC equipment, looking for unusual wear or abuse.
4. Ensure that Stewpot facilities are clean and well-maintained, including such regular tasks as the monthly changing of HVAC filters, replacing light bulbs, having the tile floors and carpets professionally cleaned, preventative maintenance, and any minor repair work.
5. Have overall responsibility for the appearance and upkeep of all Stewpot properties, making sure to notify the appropriate Stewpot staff person if maintenance or other work is required, scheduled or completed.
6. Work with security staff to ensure that Stewpot facilities are safe and secure.
7. Execute a fire prevention program by regularly inspecting all Stewpot facilities to verify compliance with fire safety requirements, making sure any smoke alarms are functioning properly, and promptly correcting fire code violations.

### **Responsibilities as they relate to Stewpot vehicles:**

1. Have overall responsibility for the maintenance, upkeep, and repair of all Stewpot vehicles. This includes making sure that all Stewpot vehicles are serviced on a regular basis and that they are cleaned on a regular basis.
2. Be responsible for making sure that all Stewpot vehicles have current license plates and that vehicle taxes are paid.
3. Ensure, on a monthly basis, that all Stewpot vehicles meet safety regulations.

### **Responsibilities as they relate to Transportation:**

1. Serve as the Stewpot staff person responsible for ensuring pick up of weekly food bank orders and delivering them to the appropriate Stewpot program office.

2. As requested, make regular pick-ups and deliveries of donated food from specific locations.
3. As requested, assist with in-kind donations by picking up and delivering donated food, materials and equipment.

#### **Responsibilities as they relate to the Bratton Street Project**

1. Serve as the chief Stewpot staff person for Bratton Street activities, including (but not limited to) collecting rent from lessees of properties owned by Stewpot.
2. Conduct property inspections monthly and needed repairs are executed promptly.
3. Monitor the activities of Bratton Street, paying particular attention to any vacant lots and/or buildings, and reporting any suspicious activity to the COO and/or Executive Director.
4. Monitor the performance of any contractors hired to do work on Bratton Street.

#### **Responsibilities as they relate to special staff support**

1. Perform special assignments from the Executive Director and/or COO.
2. To the extent that opportunities present themselves, welcome volunteers, persons making in-kind donations, and others to Stewpot and ensure that they are introduced to the appropriate staff person.
3. Always be thinking of ways in which Stewpot programs and clients can interact with the work of facilities and maintenance.
4. Make a positive contribution to Stewpot staff morale.

#### **Responsibilities as they relate to administrative duties:**

1. Prepare and maintain all records related to the programs under the supervision of the Director, Maintenance, Facilities and Transportation.
2. Attend regularly scheduled directors and "all staff" meetings.
3. Notify immediate supervisor of personal leave and absences due to illness or other reasons.
4. Obtain approval from the COO before compensating any volunteers.

Applicants: Please submit resume to [jbrown@stewpot.org](mailto:jbrown@stewpot.org)