



MAINTENANCE ASSISTANT

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is anchored in 46 years of community organizing and equitable economic development. Founded in 1977, JPNDC is today a citywide leader in helping Boston families overcome barriers to economic mobility and intergenerational asset-building. Our mission is to transform the lives and amplify the voices of Boston residents who have been excluded from prosperity by racial and economic inequities.

The Maintenance Assistant will be supervised by the Facilities Manager. This individual performs maintenance for the site promptly and efficiently to maintain safe and sanitary surroundings for commercial tenants. Schedule is 32 hours/week, plus on-call. Monday-Tuesday-Wednesday 8 am to 4 pm, Saturday and Sunday 8 am to Noon. Will include on-call responsibilities every other week. Some flexibility is possible in setting schedules.

Daily Responsibilities

- Check all exterior doors and overhead doors to be sure they are in a locked position and working properly.
- Check exterior and interior lighting and replace bulbs as needed.
- Exterior daily trash pickup and check all exterior trash barrels and empty as needed.
- Check all dumpsters are covered and secured.

Weekly Responsibilities

- Inspect all mechanical rooms weekly – sprinkler, fire alarm and HVAC.
 - Check for no leaks, room is clear (clean out clutter if needed), alert if there are any issues.
- Completion of property repairs and maintenance request orders.
 - Use Building Engine software to keep track of work orders, report on progress, etc.
- Check exterior lighting and replace bulbs as needed.
- Visit each property to inspect grounds, security, identify any potential issues or liabilities.

Monthly Responsibilities

- Nighttime visits each property to inspect grounds, security, exterior lighting, identify any potential issues or liabilities.

Seasonal Responsibilities

- During winter months assist with snow removal – shoveling, snowblower, salting. Maintenance Assistant will be responsible for overseeing snow removal crew on weekends and holidays at all sites.
- During spring, summer and fall months, assist Facilities Manager with landscaping and site cleanup at all sites.

Ongoing Responsibilities

- First Responder to all emergency calls from tenants, security, and fire alarm, including evenings, weekends, and holidays.
- Assist vendors with gaining access to spaces.
- Assist with upkeep of Walden Gardens
- Assist Facilities Manager with selection and oversight of contractors.
- Other responsibilities as assigned.

Background

Properties to be serviced include:

- Brewery
- CSR sites – 270 Centre & 363 Centre
- 21-23 Greenville
- 2990 Washington
- 3371 Washington
- 4-28 Cheney
- 3-5 Schuyler Street
- Walden Gardens

Requirements:

- Must have a valid Massachusetts driver's license.
- Bilingual (English/Spanish) strongly preferred.
- Experience with janitorial, landscaping and/or construction work preferred.
- Must agree to allow Employer to review CORI records prior to hiring (only offenses directly relevant to job responsibilities will be considered)

Employment Terms: This is a part-time, hourly position 32 hours/week plus on-call with a pro-rated benefits package. Compensation range is \$20 - \$25/hour. JPNDC is an Equal Opportunity / Affirmative Action employer.

To Apply

Please submit a resume to vhampton@jpndc.org. Any questions should be sent to vhampton@jpndc.org and hcruz@jpndc.org.