



Friends
of the Family

JOB POSTING

Job Title: Facilities Maintenance Specialist

Position Description:

Responsible for agency wide facilities maintenance and the transportation/delivery of furnishing and items related to client/ agency needs.

Main Position Activities:

- Schedule and complete general maintenance of all agency properties.
- Respond for emergency repairs, assess needs, and repair or arrange for repair to be completed in a timely manner.
- Purchase supplies and parts as needed for maintenance and repairs.
- Negotiate for best price and provide signed receipts and clear records of all expenses to the Associate Executive Director.
- Conduct and document annual inventory of all program properties.
- Assist with Make-ready and move in/out for Transitional Housing Program.

Qualifications:

- High School Diploma or Equivalent.
- Over the age of 23 years.
- Driver's License and a clean driving record.
- Demonstrated ability to perform routine maintenance.
- Ability to communicate effectively while working at multiple sites.

To Apply, submit resume or application to:

Denton County Friends of the Family, Inc.
4845 I-35 E
Corinth, TX 76210
Email: HR@dcfof.org

Denton County Friends of the Family, Inc. is an equal opportunity employer.

This position is Grant funded and will continue only if sufficient grant or external funds are provided.