



Old Mill Center
for Children & Families

Job Description

Position: Handyperson (casual)

FTE: Maximum of 4 hours/week

Pay Rate: \$16 - \$22/hour

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

Mission: Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: The Handyperson shall undertake upkeep and repair tasks at the interior or exterior of company premises to keep our facilities in perfect condition by doing various odd jobs. This position is part time and may fluctuate seasonally depending on needs.

Qualifications and Other Requirements:

- Deft hands and technical knowledge are important parts of this role.
- Must be well-organized with strong general repair skills.
- A keen eye for detail and physical stamina are valued greatly in this job.
- Ability to respond to task tickets from a smartphone is required.
- Must have the ability to work well independently and with volunteers.

Responsible to whom: The Handyperson reports to the IT and Facilities Manager.

Responsibilities:

- Perform maintenance and light repairs to variety of needs (e.g. replacing faucets, weatherizing windows/doors, light bulb replacements, pest management, unclog sinks/toilets)
- Perform routine landscaping on the grounds (e.g. water feature maintenance, fence repair, play equipment repair, irrigation repair, lawn/tree maintenance)

- Perform routine maintenance tasks (e.g. replacing HVAC filters, cleaning gutters)
- Paint and fill gaps or crevices (on walls, sidewalks etc.)
- Undertake light installation or carpentry (e.g. build cabinets/assembling furniture)
- Repair equipment or appliances
- Assist tradespeople with electrical, plumbing or HVAC repairs
- Undertake duties as assigned or emergency tasks (e.g. shoveling snow, spreading de-icer salt, identifying safety hazards)
- Identify and report the need for major repairs
- Travel to and from multiple locations (Monroe, Corvallis, Albany)
- Purchasing supplies and maintaining accurate reimbursement paperwork

Necessary Abilities:

- Proven experience as a handyperson
- Ability to lift up to 60lbs and maintain safety guidelines for this position
- Provide own smartphone to connect to task job ticket system
- Reliable transportation vehicle with proof of insurance and pass a clean driving record check
- Experience with hardware tools (must provide own tools – negotiable requirement)
- Basic understanding of electrical, plumbing or HVAC systems
- Basic math skills
- Good communication skills
- Well-organized and apt in problem-solving independently without supervision

Professional Standards:

- Observe governing laws, all Old Mill Center policies, procedures, and professional standards.
- Attention to detail that aligns with company vision and mission statements
- Provide friendly, knowledgeable, customer service for staff.
- Communicates by phone, mail and email in a courteous, professional manner.
- Ability to pass pre-employment background check.